SECOND SUNDAY - July Discussion Rough Draft
THROB
THE SEXVIBE BETWEEN BROTHERS IN ATLANTA
(6:45- 8:30)

PART ONE (35 min total)
Present Porno Medley (TV/VCR) (depicting different sexual acts, actors, places, toys, etc.) (5min)
Small group breakout (by colored dots) (5 min) (Group leaders collect members)
Small group questions (20 min)
What were your favorite scenes? Why?
Do you have to "fuck" to have sex?
What's the best sex you ever had? Why?
Fill out Sexual Tastes survey. Back to full group(5 min)

PART TWO (25 min total) (optional)
Two dancers/actors skit (with voiceover) (5 min)
2 brothas meet in a club. They are obviously attracted to each other. They strike up a good conversation. Anthony offers his number. Brian suggests they just go straight to Brian's place instead. Anthony says "We can hook up tomorrow - Check out a movie". Brian says " Why can't we spend some time together tonite. I want to get to know you better" Anthony is tempted. Brian whispers in his ear "Lets go home and Fuck!" End of skit.

Group Questions (20 min)
What do you think Anthony's gonna do?
Have you been in Anthony's position?
Have you been in Brian's position?
Do brothers have healthy sex lives or are we obsessed?
How is Sex with Romance ? How is Sex without romance?

PART THREE (45 min)
Discussion - Sex Culture in Atlanta
Includes panel (or prepared speakers seated in the audience)
Speakers should include: **Sex Party/Blatino Host; Club Manager; Gay Men's Counselor**
Presenters speak 3-min each about their views on what's happening among bgms in Atlanta
Presenters (15 min)
Q& A (30 min)

Agenda Sketch

.5 1. Icebreaker check in with anonymous exercise 9 – 930

1 2. Discussion on Creative Thinking prep sheet part 11 930 – 1030

(1030 – 1045 Break)

.5 3. Looking back on last strategic planning meeting 11 – 1130

.5 4. 501c3 Summary on info and Commitment 1130 – 1200

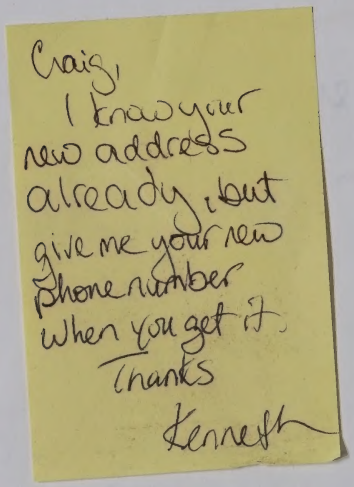
.5 5. Current Assessment prep sheet part 1 12 – 1 Lunch

.5 6 Flow charting proccdures 1 ↓ 2

1.5 7. I year planning Quarterly goals and objectives 2 – 330

.5 8. Parking lot wrapping up loose ends 330 – 400

Very very light – what do you think?


Craig,
I know your new address already, but give me your new phone number when you get it.
Thanks
Kenneth

K.A. Johnson
April 19, 1998

Record of Meeting
Re: Planning for Second Sunday's Conference '98

Date/Time: Sunday, April 19, 1998 @ 11 a.m.

Location: Kenneth A. Johnson's
100 Biscayne Drive, NW #B-5
Atlanta, GA 30309

Participants: Kevin Cockfield
Kenneth A. Johnson
Michael Midgette
Craig Washington

Objective: To discuss format and possible locations for Second Sunday's conference/workshop project as funded by a grant from the Fund for Southern Communities.

Points Discussed:

Workshop/Conference Format Options

As decided in our last meeting (March 15, 1998), we polled the members at the March 29th membership meeting as to their preference for the conference's structure. A total of 23 ballots were received with 17 attendees selecting Alternative #1 as the format of preference:

> *Alternative #1*: A one-day conference with a menu of workshops open to Second Sunday members and the community-at-large. The day would most likely be a Saturday in July 1998. The conference would be held in a local Atlanta metro facility able to accommodate a target audience of at least 50 participants.

Considering the one-day conference format selected, we devised the following tentative schedule for five workshops of 1-½ hour's duration:

Record of Meeting
Re: Planning for Second Sunday's Conference '98

SECOND SUNDAY'S CONFERENCE '98 *SCHEDULE*	
9 a.m.-10:30 a.m.	Workshop #1
10:30 a.m.-10:45 a.m.	Break
10:45 a.m.-12:15 p.m.	Workshop #2
12:15 p.m.-1:30 p.m.	Lunch/Workshop #3
1:30 p.m.-3 p.m.	Workshop #4
3 p.m.-3:15 p.m.	Break
3:15 p.m.-4:45 p.m.	Workshop #5

Although not shown as part of the schedule, we also discussed hosting a post-conference social gathering such as a pool party to bring closure and end the conference on a festive note.

Because the schedule as shown only allows for five workshops, we decided to narrow our original six topics down to the following five1:

- Negotiating Sexual Needs
- Why is my best friend not my lover?
- How do we develop and nurture volunteers and leaders in the black gay community?
- What does it mean to be gay in the black community?
- Attaining and Maintaining a Healthy Mind, Body and Spirit (incorporates issues of spirituality originally proposed as a separate topic)

In narrowing the topics, we agreed that the *Attaining and Maintaining a Healthy Mind, Body and Spirit* workshop should be held in conjunction with lunch. We envisioned an interactive, less structured workshop that could be conducted while the participants enjoyed the midday meal.

To begin the process of soliciting facilitators, we will include a notice in the next Second Sunday mailing, listing the topics and asking for volunteers to facilitate topics of interest to them. We will also make individual efforts to approach potential facilitators and secure workshop leaders.

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1 Per our March 15, 1998 meeting, these topics were developed as umbrella topics for the suggestions or questions provided for each area on the survey. We discussed various aspects of how these topics could be developed into interactive workshops; however, we concluded that these broad topics, the survey details, and our suggested workshop objectives would be provided to the workshop facilitators to incorporate into **their** design of the specific workshops.

Record of Meeting
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Possible Conference Date and Location

Saturday, July 25th was selected as the first choice for the conference. Our second choice, Saturday, August 1st, was selected with the knowledge that the Steering Committee has also chosen this date as its second choice for their strategic planning meeting. Saturday, August 8th was offered as a third choice. Given these dates, we tossed around several possible locations including Hillside International Truth Center on Cascade Rd. (Dr. Barbara King's church), the Malcolm X Center on Candler Rd., the AIDS Survival Project room at the Lambda Center, and various community centers in Fulton County parks. We agreed to contact these facilities to determine their availability and cost2.

Action Items	Responsible Party
Contact Hillside International Truth Center as possible location for the conference	Kenneth A. Johnson

2 Note to those contacting potential facilities—The following are suggested questions to consider in your discussions with the facility contacts:

- Is the space available on the entire day of our selected dates? (Remember that we'll need time to set-up and tear down.)
- Will the space accommodate 50-100 participants?
- What type of seating is present?
- What fees are involved to reserve and use the space?
- What amenities does the space offer (i.e., AV equipment, kitchen facilities, copiers, etc.)?
- Are their any restrictions or regulations that would disqualify the facility (e.g., no food or drinks allowed)?
- Are there any parking concerns?

Record of Meeting
Re: Planning for Second Sunday's Conference '98

Action Items	Responsible Party
Contact Malcolm X Center on Candler Rd. and the AIDS Survival Project as possible locations for the conference	Craig Washington
Contact facilities in Fulton County parks as possible locations for the conference	Kevin Cockfield
Give thought to possible speakers and/or facilitators for the conference	All
Prepare notice to solicit possible workshop facilitators and contact Derrick Reese for inclusion in next mailing	Kenneth A. Johnson
Attend next meeting at Craig's new home: 1188 Greenleaf Rd.	All

These meeting notes are submitted by Kenneth A. Johnson. Any clarifying comments or questions should be submitted to him via the contact information included in the committee roster provided with the first meeting's minutes. These notes are distributed to the committee members and may be disclosed to the Second Sunday steering committee, officers, and members as deemed appropriate by the committee or organization officers.

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Very very light — what do you think?

Minutes
6/15/96

Presesnt:

Craig	Egypt	Eulester
Keith P.	Kevin	Wdgar
Marc C.	Maxie	Victor
Trent	Robert	

Diuscussion on issue of membership benefits and privileges
ie. Dues Incle Tee Shirt, discounts on events, etc.

Vote on Membership Comm. to handle: Unanimous

Public Relations: Will dtermine how to write Second Sunday

Membership: Discuss issue of location:
Apex
Highland Church
Commitee will review & decide for Sept.

Quorum for Meeting Vote:
majority general members
Majority Rep. from each committee
Decision today: Majority of committees

Announcement Vote:
6 Before
5 After

Robert motion for auto allocation for postage
Unanimous

Cochairs divided Committees:

Craig:

Topic
Hospitality
Public Relations

Eulester

Membership
Research/Ed
Activities

Activities/Kevin
Announced picnic at Candler Park sat 6/22/96
Asked all bring games

Craig:
Need updated list of Numbers
Kevin, Maxie, Edgar responsible

Eulester

Question on allowing Richard to have fashion show
Committee consented

Public Relations
SS in July issue of Venus middle of booklet
Discussion on being on cover
Marc to check if possible

Education:
Eulester postponing facilitator training
New date August 3, 1996 @ 11:30 Eulester's House
Wiil Coordinate w/ Topic to facilitate Meetings
Will create a needs of group assessment form in
Conjunction w/ membership

Bylaws
Exec committee to will amend
Unanimous Vote

Hospitality
Will have clothes drive TBA

Topic
Next Topic picked and distributed
Cochair will alternate _____

Membership
Working on Membership File Form

Treasurer
To date collected 123 last meeting
254.64 Present Total

Adjourned 1:45PM

Agenda
Second Sunday
Strategic Planning Meeting
June 6, 1998

Welcome and Introductions

Ground Rules

Purpose and Goals

Where Are We Now?

Creative Thinking

Worksheet Part II

501(c)3 Summary

Measurable Goals/Challenges-Worksheet Part 1

Lunch

Benchmarking/ Calendar/ Accountability

Flow Charting Procedures

Parking Lot (Mission Accomplished?)

Closing

"Vision without action is meaningless."

Ground Rules

1. Freedom of constructive expression is honored and respected. Safety, comfort, confidentiality and respect are a requirement of creative planning and teamwork.

2. Planning work should be fun, light, interesting and enlightening. (Mission: To learn something new about someone today.)

3. We will do our very best to remain productive, engaged and supportive.

4. We will attend to ideas and suggestions that need further exploration by using the parking lot.

Purpose and Goals

1. This planning meeting is the groundwork and structure for actualizing your vision of Second Sunday.

2. Strategic planning is differentiated from regular long-term planning because of the focus on qualitative versus quantitative change.

3. Strategic planning recognizes the commitment and the resources of a well and functioning organization and works to bring focus, structure and measurable achievement.

"People hear what we say, but they see what we do. And seeing is believing."

Where are we now?

Mission:

To be a support organization created to assist in the growth and development of gay, bisexual and transgendered men of African descent through educational, social, spiritual and cultural activities.

- **Strengths**

- **Weaknesses**

- **Opportunities**

- **Threats**

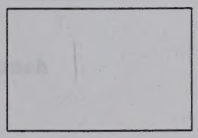
"Good things happen when you make sure that good things happen."

Benchmark dates:
September 5, 1998
December 5, 1998
March 6, 1998
June 5, 1998

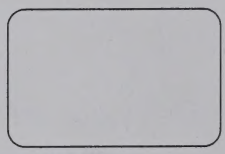
"Well, men, we've got a heck of a wall to build, so let's get started."

Flow Charting Definitions

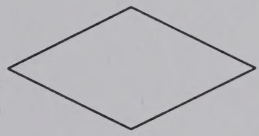
Process



Alternative Process



Decision



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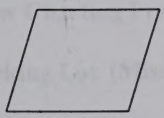
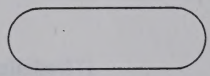
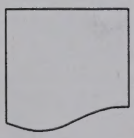


Terminator



Connector

Document



Preparation

Agenda
Second Sunday
Strategic Planning Meeting
June 6, 1998

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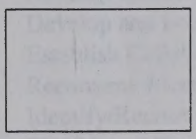

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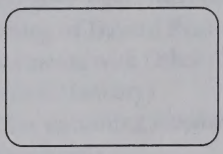

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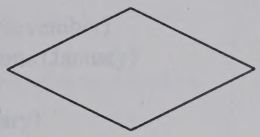
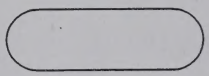


Data

Terminator



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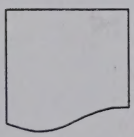

Preparation

Second Sunday
Co-Chairman's Goals (3-month , 6-month and 12-month)

3-month

- Establish Advisory Board to assist in administration (June)
- Conduct assessments with Committees and Projects(My Brothaz Keeper and 40+ group (June)
- Develop Policy and Procedures Manual (July)
- Develop Organizational Action Plan (July)
- Identify Interim Officers for later confirmation at Membership meeting (July-August)

6-month

- Orientation of confirmed officers (Co-Chair, Treasurer, Historian) (September)
- Conduct Skills-Building Workshop for Committee Co-Coordinators (October)
- Attend Training Workshops at Non-Profit Resource Center (October)

12-month

- Establish extensive evaluations/reviews of Officers and Committee Co-Coordinators(November)
- Develop Community-Collaborative Plan (November)
- Develop and Formalize Planning of Bayard Rustin Rally (November)
- Establish Collaborative Agreements with Other Organizations (January)
- Reconvene Elections Committee (January)
- Identify/Recruit Candidates for upcoming elections (February)
- Plan New Officers Orientation(April)

Strategic Planning Session Prep worksheet

Part I

Name CRAIG WASHINGTON Position Co-Chairman Coordinator

Area of responsibility/committee Executive / Administrative

What are your measurable goals for the next year regarding your task committee or area of responsibility?

- Develop policy + procedures
- Facilitate intercommittee + intra committee goal achievement
- Identify + orient new officers

What are the top two barriers or challenges to meeting your goals?

~~(Lack of identified task force)~~

Historical outdated way of doing things

Not enough folks involved (on executive level)

Part II

Please complete the following statements.

As a leader with Second Sunday, I envision us developing and executing the following two innovative programs/projects

- HIV prevention / risk reduction
- Cultural education activities program including book club, movies, arts and homophobia workshops

The major challenges to achieving these goals are:

- Lack of funding
- Lack of identified leaders to take these programs on

- We no longer need to meet on a regular basis
- We should continue to confer by telephone
- More inclusiveness from the Co-chairs
- More accountable to the general body

Topic Committee
Define
- Pick topics for discussion
- Research materials
- Present format, different ways of covering topics
- Select facilitators

Strengths
- Opinionated/open-minded/diversity of committee
- Flyer out in advance and mailed
- List of topics, development
- Plan topics months ahead
- Current topics

Enhancements
- Co-chairs share work equally
- Facilitator selection and training
- topics with more guts less image
- Creativity in flyers- work with the Public Relations Committee
- Questionnaire- feedback form

Hospitality Committee
Define
- Assist in charitable contributions, fundraisers, potluck setup, outreach (i.e. referrals)

Strengths
- Coordinate with the Activities Committee on events.

Enhancements
- Gain more membership-making other members aware of how important participation is

Public Relations Committee
Define
- Communicating/ Advertising/ Positive articles about Second Sunday to our own community as well as outside the community

Strength
- Our commitment and talent to reveal our groups mission and objectives

Enhancements
- Formulate/ produce membership flyers, advertisements, factoids (monthly)

Activities Committee
Define
- Develop, plan and organize social activities with the goal in mind of further enhancing the social scope and outreach of the organization.

Strength
- Passion, commitment and ability to get the task done
- Creativity
- Determination/drive to succeed
- Organizational skills

Enhancements
- Ways of working smarter not 'harder'
- Strengthen committee cohesion
- Improve communication
- Stress urgency of task planning

Membership Committee
Define
- Maintaining a membership database to collect and disseminate information to members for meetings, special event, and activities and establishing incentives for the members and to create a caring atmosphere and foster mutual respect among the membership body

Strengths
- Lots of ideas
- Commitment

Enhancements
- Updating mailing lists
- Share process

97' CALENDAR
Objective #1
To provide an atmosphere that promotes pride, unity and strength through empowerment and uplifting of the collective consciousness of gay, bisexual and transgendered Men of African descent

1. Smaller follow-up support groups

2. Building a library/resources of black gay literature
3. Additional topics/activities during the month
4. Reach out to the younger community (teenagers)
5. Be more visible in the larger community (being a leader- being a force in the black gay community
6. An awareness of us in the black church- outreach to us from the church
7. Continual professional/personal development of the Steering Committee (i.e. retreat) as a way to build unity, strength, energy, passion and direction
8. Newsletter
9. Break-out groups during the monthly discussions
10. Continue to be more creative in our monthly meeting (i.e. guest speakers, performances, panel discussion and small groups)

30 Days
1. Generate a list of specific support groups
2. Brainstorm a retreat for the Steering Committee
3. Adding the historical fact starting with December meeting
    - investigating other formats for the meetings

1st Quarter

Objective #2
To transcend barriers and labels maintained by dominant cultural institutions

1. Awareness- Venus article, radio shows
2. Discussions
3. Networking- announcements, jobline, black gay activism with other organizations like Zami, Atlanta Pride, etc., Rustin rally, further education of gay history, referrals
4. History- learning more to give us pride, a fact each meeting, creative ways like plays, writing, art, poetry, etc.
5. Doing within our ranks and black community, V-103- get on program to discuss who we are
6. Encouraging gay parenting, marriages, etc…black gay seeing themselves in traditional roles
7. Education- white supremacy, sexism, etc. …. how it impacts us
8. Group showings- go to plays together
9. Empowerment workshops to escape FEAR
10. Have an all day film festival

30 Days
1. Promote Bayard Rustin rally
2. Establish factoid guideline and present factoid at next meeting
3. Add message of affirmation/empowerment to flyer

1st Quarter

1. Networking listing of members, professionals and expertise
2. Business cards of the month
3. Monthly flyer to replace mailer

Objective #3
To create economic opportunities for Men of African descent to prosper and contribute to the development and growth of the Black community

1. Financial Growth
    - Investment club
    - Financial workshops
    - Home buyers workshops
2. Charity/Benefit Activities
    - Fund raising activies/dues
        - sale of mailing list
    - Scholarships
    - Corporate/community sponsorships
3. Employment Opportunites
    - Business directory
    - Job listing
    - Skills training
4. News/Informational Letter
5. Finance Committee
    - Ways to invest
    - Grant seeking
    - Banquest to recognize community contributions
    - Social service delivery
    - Benefits of membership

30 Days
1. Financial Growth
    - Membership establishmen
        - make announcements
        - collect dues
2. Charity/Benefit
    - Work with Brothers Back to Back
3. Finance Committee
    - Define/announce

1st Quarter
1. Financial Growth
    - Continue dues collections
    - Budget reports
    - Fundraisers (i.e. Valentine's activity)

2. Charity/Benefit
    - Research scholarship
3. Finance Committee
    - Formation
    - Steering Committee confirmation
        - Selecting Co-chairs
        - Begin meeting

MEETING WITH CRAIG WASHINGTON RE: 3-6 MONTH PLANS AND GOALS FOR SECOND SUNDAY

- DEVELOP POLICIES AND PROCEDURES MANUAL FOR EACH COMMITTEE
  - Work with committee coordinators to document the responsibilities and procedures involved in meeting the goals of each committee. Reach consensus with coordinators as to how the data will be gathered for the manual. Some coordinators may be comfortable drafting their own procedures while others may want to have a meeting and provide the information via and Q&A format. [Note: KAJ will develop data gathering mechanism/plan to be shared and discussed at the next steering committee meeting.]
  - Describe the roles and responsibilities for each of the officer positions. Document expectations for carrying out the duties of these positions.
  - Discuss schedule for developing manual with coordinators: Collect raw data by June steering committee meeting and draft document by July meeting.
- DEVELOP LOGISTICS PLAN FOR GENERAL MEETING
  - Draft a document that will actually be at the front of the policies and procedures manual. This plan will document the tasks involved in conducting the monthly meeting and the responsible parties for each task. Think of it as an "order of service" for the monthly meeting.
- DEVELOP MASTER CALENDAR OF MEETINGS, EVENTS, AND DATES OF NOTE
  - Circulate a blank calendar at the steering committee so that each coordinator can record his committee's meeting date, events for the month, travel periods or time when not available, and any other dates of note. Also, record deadline for mailing materials to membership.
  - Instruct the secretary to distribute the calendar with the minutes from the meeting (see note below regarding requirements for distributing minutes).
- PLAN MONTHLY CONTACT WITH EACH COMMITTEE COORDINATOR AND MONTHLY MEETINGS OF EXECUTIVE COMMITTEE

- Arrange between the co-chair and advisor a mechanism for maintaining at least monthly formal contact with each coordinator as a information gathering, troubleshooting, and getting-to-know-you exercise.
- Determine a schedule for monthly executive committee meetings (Monday after 2nd Sunday).

- REQUIRE DETAILED MINUTES FROM EVERY MEETING WITH CO-CHAIR AND SECRETARY ON DISTRIBUTION
  - Inform secretary that steering committee minutes should be distributed (via electronic or snail mail) within two weeks of the meeting. The monthly calendar should be attached to the minutes.
- ENCOURAGE "ACTION ITEMS" FROM EACH MEETING AND DOCUMENT RESPONSIBLE PARTIES
  - Each committee should record minutes of its meeting, record agreed upon tasks and responsible parties. Forward minutes to exec committee and committee members.
- ESTABLISH SEPARATE ACCOUNT FOR GRANT FUNDS
- DEVELOP ANNUAL BUDGET
  - Both of the two above items should be addressed in the financial procedures to be included in the policies and procedures manual.
- ASSESS STRENGTHS AND IMPROVEMENT AREAS FOR EACH COMMITTEE VIA OBSERVATION AND DISCUSSION WITH COMMITTEE CHAIRS (NOTE: INCLUDES REVIEW OF "OVER 40" AND "MY BROTHER'S KEEPER")
  - Robert Mathis (Over 40) and Kevin Bynes (My Brother's Keeper) as coordinators of these supplemental programs are now members of the steering committee
- DISTRIBUTE STEERING COMMITTEE AGENDA AT THE SECOND SUNDAY MEETING
  - Ask secretary to prepare an agenda of items to be covered at the next steering committee meeting as a reminder of the meeting and an opportunity for advance preparation.

- Arrange between the co-chair and advisor a mechanism for maintaining at least monthly formal contact with each coordinator as a information gathering, troubleshooting, and getting-to-know-you exercise.
- Determine a schedule for monthly executive committee meetings (Monday after 2nd Sunday).
- REQUIRE DETAILED MINUTES FROM EVERY MEETING WITH CO-CHAIR AND SECRETARY ON DISTRIBUTION
- Inform secretary that steering committee minutes should be distributed (via electronic or snail mail) within two weeks of the meeting. The monthly calendar should be attached to the minutes.
- ENCOURAGE "ACTION ITEMS" FROM EACH MEETING AND DOCUMENT RESPONSIBLE PARTIES
- Each committee should record minutes of its meeting, record agreed upon tasks and responsible parties. Forward minutes to sole committee and committee members.
- ESTABLISH SEPARATE ACCOUNT FOR GRANT FUNDS
- DEVELOP ANNUAL BUDGET
- Both of the two above items should be addressed in the financial procedures to be included in the policies and procedures manual.
- ASSESS STRENGTHS AND IMPROVEMENT AREAS FOR EACH COMMITTEE VIA OBSERVATION AND DISCUSSION WITH COMMITTEE CHAIRS (NOTE: INCLUDES REVIEW OF "OVER 40" AND "MY BROTHER'S KEEPER")
- Robert Martin (Over 40) and Kevin Byers (My Brother's Keeper) as coordinators of these supplemental programs are now members of the steering committee.
- DISTRIBUTE STEERING COMMITTEE AGENDA AT THE SECOND SUNDAY MEETING
- Ask secretary to prepare an agenda of items to be covered at the next steering committee meeting as a reminder of the meeting and an opportunity for advance preparation.

- Include policies and procedures manual data gathering, monthly master calendar, and strategic planning meeting logistics and goals to the agenda for the May 16, 1998 meeting.

- CIRCULATE A CURRENT STEERING COMMITTEE ROSTER TO ALL OFFICERS AND COORDINATORS INCLUDING ALL RELEVANT CONTACT INFO
- DETERMINE SPECIFIC TOPICS AND GOALS TO BE COVERED IN THE JUNE 6, 1998 STRATEGIC PLANNING MEETING
    - CW has met with the facilitator, Carla Rabb, to discuss topics and goals for the meeting. CW will schedule another meeting with Carla and include KAJ.

OTHER

- TAP INTO COMMUNITY RESOURCES INCLUDING NONPROFIT RESOURCE CENTER, OTHER COMMUNITY ORGANIZATIONS LIKE ZAMI, CARD PLAYERS ASSOC., AND JUDIES
- ESTABLISH RELATIONSHIPS WITH COMMUNITY BUSINESSES LIKE LORETTA'S, TRACKS, AND THE PALACE AS A MEANS OF OUTREACH
    - GOAL: Public relations objective of promoting an accessible image for 2nd Sunday
-

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obstacles keeping us from being present. Responses like fatigue, competing tasks, time constraints, entertaining guests, and horniness were shared. Carla related the point of the exercise as one of understanding where each is coming from to promote compassion and empathy. Asking, "What's up?" should be a regular occurrence.

Expectations

Carla asked each participant to share a one-word expectation for the strategic planning session. The exercise produced the following results:

Action
Structure
Vision
Direction
Organization (2x)
Planning
Clarity
Cohesion
Roadmap
Teamwork
Faith

Faith struck a chord for many considering it is belief of the possibilities without evidence. In the planning process, we must believe that we can do what we plan and commit to making it so. We must also believe in our leaders, in the organization and in ourselves. Further, faith requires action or taking steps from a place of commitment and intent to actualize the plan with the coaching and support of others. Talking or verbalizing the plans hopefully adds the pressure needed to bring the plan to action. As an illustration, Carla explained that geological pressure brings both diamonds and fossil fuels to fruition. Similarly, discussion can be the pressure that evolves a plan from a document to implementation. The roadmap incorporates the tool of benchmarking to provide a timeline to enact the plan. Other factors such as realizing the consequences of not doing what is planned and recognizing the benefits of a diverse body also must be considered in the planning and implementation processes.

Throughout the planning process, trust and honesty remain underlying themes. We must trust each other enough to be honest and to build relationships□. Also, freedom of creativity and expression comes from a place of trust. Ideas are generated through a trust-based creative process, then recorded, and then spoken in order to garner support. Strategic planning is done in a group in order to support each other's ideas, provide integrity and secure commitment.

Where are we now?

Carla facilitated a discussion addressing Second Sunday's current strengths, weaknesses, opportunities, and threats. The following lists were devised from that discussion:

Strengths – (def.) assets, commodities of business, resources or tools to serve

Diversity
- Commitment
- Unity
- Talent (e.g., administration and technical skills)
- Passion/concern for community
- Organizational culture, values, and history
- Networking resources
- In-kind donations/community resources
- Membership
- Meeting attendance
- Second Sunday meeting
- Exposure/reputation
- Sociopolitical support
- Leadership

Weaknesses – (def.) recognized areas needing additional support or improvement

Weakness□Area for Development (Action Plan)□□Need to close unresolved issues; need for a mechanism to deal and resolve□Develop method for closure so that no one or organization left liable and potentially adversely impact on PR/reputation.□□Need for leadership development and process for task delegation to avoid burnout□Take a stronger approach to directing work and developing future leaders□□Need for more trust and honesty; overcome denial of issues□Promote open and frank dialogue and create a safe space to foster dialogue
Challenge dysfunction (i.e., identify and refocus issues or tangents not relevant to point of discussion□□□Need for accountability and follow-thru on commitments (integrity)□Encourage accountability for those who agree to carry out a task. Build integrity. Don't "let it slide."□□Need for better recruitment of officers and committee members□Build on organization's PR and exposure to attract more potential member and candidates
Strategize to recruit leaders expecting some level of "fallout."
Empower members to grow into leaders□□Need for better time management□Plan time well to avoid stressful, crisis situations□□Need for mission direction or plan□To be covered later in meeting□□Need for order or organizational system(s)□Create paper trails; develop procedures and operational systems□□

Opportunities – (def.) Actions inspired by challenges where we harness talents and do what has not yet been done.

Operate as a business; establish system of checks and balances
Develop organizational management and leadership
Build body of volunteers and mechanism for recognition (payment for services)□
Develop intragroup support (i.e., support within the community group of black gay men and within Second Sunday's membership)
Provide more services and more outreach
Strive for more community collaboration
Seek funds, grants, and monies for Second Sunday
Provide financial resources and information referrals; develop philanthropy mechanism
Meet the organization's mission.

Threats – (def.) forces, hopefully external, working against the organization's mission
Community apathy
Competing organizations with similar missions
Self-hatred
Burn out
Activities that lose sight of the mission (i.e., Objective of the event should match the organization's mission.)
Lack of understanding of the mission
Gay stereotypes that perpetuate a "meat market" perception of the organization□

Negative PR and destructive criticism

Creative Thinking/Program and Project Ideas

Each participant was asked to provide two ideas to answer the question, "As a leader of Second Sunday, I envision us developing and executing the following two innovative programs/project." Along with the two ideas, each was asked to note any challenges that may hinder the execution of the suggested ideas.

PARTICIPANT□PROGRAM/PROJECT IDEAS□CHALLENGES□□Craig W.□HIV risk reduction program
Cultural education program (e.g., movie screening, book club, homophobia workshop for the black community)□Lack of funding
Lack of identified leaders to spearhead programs□□Charles□Skills & talents referral network
HIV health fair□Lack of serious participation
Lack of healthcare professionals to provide information on a regular basis
Lack of funding□□Robert□Policies and procedures for committee
Strategic plan to fill vacant coordinator and executive committee positions□Decreased communication
Lack of organizational focus and support□□Drevan□Philanthropic endeavors
One-to-one (peer) counseling program□Lack of funding
Lack of involvement□□Eric□Resources committee as a bridge to community resources
Targeted fundraising for a paid staff position□Lack of organizational cohesiveness which may prohibit seeking outside assistance
Lack of knowledge of all available resources□□Craig J.□Outreach targeted to closeted, non-gay identifying men who have sex with men
Outreach and networking program for new Atlantans□Difficulty locating and relating to closeted men
Difficulty getting word out to those new in town□□Darryl!□Comprehensive youth program for outreach, support and education
Empowerment program for black gay men and entire community□Difficulty building consensus and collaborative relationships with other s
Not always cohesive black gay community□□Darrol□Alcohol and drug abuse programs targeted to youth
Improving on current functions and operations□Building interest and overcoming denial typically associated with addiction issues□□Derrick□Community leadership initiative
Gay men's health initiative□Lack of financing
Lack of available manpower□□Ynkuya□Mentoring and peer counseling program for youth
Scholarship program for students at 4-year institutions□Lack of concern for and by youth
Lack of funding
Difficulty reaching out to youth
General apathy□□
The follow-up discussion after the each presented his program and project ideas

revealed the following common themes in project ideas and challenges:

Recurring Program Ideas□Recurring Challenges□□HIV education/health issues□Lack of funding□□Philanthropy/assistance referral networks□Lack of organizational focus□□Outreach to gay youth/mentoring□Lack of involvement/participation and staff□□Leadership initiative/empowerment of BGM□□□Improved organizational processes□□□Peer counseling□□□
501(c)3 Summary

A brief 501(c)3 update discussion revealed that some questions remain as to how the matter was left after the March membership meeting. Since it is a matter handled by the finance committee, Calvin informed us that information has been gathered and an attorney contacted as preliminary steps; however, the application process has not yet begun. Issues in question include what decisions were made regarding funding the 501(c)3. Also, organization structure issues related to maintaining racial exclusivity remain outstanding. Further, tasks remain regarding "getting our house in order" like a financial audit before other steps can take place. Due to time constraints and the many questions, this issue was placed on the "parking lot" for later discussion.

Measurable Goals/Benchmarks

The remainder of the strategic planning meeting was devoted to individual committee exercises in developing goals, establishing benchmarks for those goals, and presenting the results to the entire committee. While going through the process of developing goals, Carla asked that each committee put their goals to the test by answering these three questions:

Is the goal measurable (i.e., produce measurable results)?
Is the goal attainable?
How does the goal further the quality of service provided by Second Sunday?

During the discussions the followed the goals presentations, the issue of approval came up. Specifically, the presented goals were presented as draft ideas and would require further discussion and approval before actually set into motion by any of the committees.

Committee: Ambassadors □Co-coordinators: Craig Johnson & Darryl Moch□□Goals:
Increase membership of committee from 2 to 5 within 3 months
Delegate committee duties
Delegate responsibilities at meetings and other functions
Develop/implement action plan for visible role at meetings for welcoming visitors and members for entire year (thru 6/99)
Conduct outreach, enhance hospitality, provide information, and answer questions
Spearhead 2 charitable endeavors for the year
AIDSWalk
Toy drive
Serve as representatives on Second Sunday's behalf in the community when called

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Committee Ambassadors□Co-coordinators: Craig Johnson & Darryl Mock□□Goals:
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AIDSWalk
Toy drive
Serve as representatives on Second Sunday's behalf in the community when called

upon to do so.□□Challenges: Must overcome the impression that the Ambassadors committee's only function is to serve refreshments.□□Notes/Future work: Work on measurability factors like tracking the numbers of folks contacted or the number of pamphlets/information packets distributed. Also work on accountability and measurability factors especially for the second and fourth goals. The proposed expanded mission suggested by these proposed goals will require further committee discussion and approval.□□

Committee: Public Relations□Co-coordinators: Darrol DeAndre & Eric Flavors□□Goals:

Newsletter

Bi-monthly production with first two issues in black and white; first issue 8/7/98 production

Distributed to members via mailing and guests and meeting

Finance via business ads, personal ads, and possibly Second Friday funds

Current staff of 7 volunteers plus outside services for graphics and layout

A newsletter focus group headed by Richard Moultrie will work on outline of newsletter's content and will network with other committees

Some production costs known but cost of graphic/layout services yet to be determined

Website (Proposed benchmarks: preview on 6/19/98 and Release 1.0 on 6/26/98)

Domain name (□ HYPERLINK http://www.secondsunday.org □□www.secondsunday.org□) has been procured with fees of $70 for first two years and $30 per each year after (Note: Initial fees already incurred by co-coordinators assuming reimbursement upon project approval.)

Web space access fees of $50 set-up and $49.95 per month to Mindspring (fees not yet paid)

Site development – establishing site architecture, posting and maintaining pages, and seeking content contributors from other sources

Resources need include web design, domain and monthly fees as well as manpower (i.e., web master, coordinator, and outside services)

Marketing strategy

Brochure in draft and circulated for feedback

Community networking via mail and interaction

Bar/club outreach via posters

Advertising in local and later national media and organizations (e.g., Venus, BLK, Whazzup!, GMAD, and NBLGLF)

Resource requirements include financing of projects and manpower □□Challenges: Addressing the questions generated by these proposed projects, determining financing sources, and garnering committee approval.□□Notes/Future work: Need to do some benchmarking around selling ad space for future issues. Website costs and content require steering committee discussion and approval. Although the targeted dates are focused on production before Labor Day weekend, many critical elements need to be discussed. Due to time constraints and the complexity of the issue, the website project and its costs were put on the "parking lot" for future discussion. Note, however, that this issue raises the need for clarification and education around steering committee policies for presenting proposals for discussion and approval prior to taking action.□□

Time only allowed the remaining coordinators to present their goals. Discussion was limited with the understanding that the steering committee would continue to develop

the goals and complete the discussion process at a later time.

Committee: Activities□Co-coordinators: Drevan Jointer□□Goals:
Plan an event from beginning to end (fundraiser)
Set-up, cleanup, plan and coordinate
Manage event
Handle PR, costs, logistics/location, and scheduling
Work with executive committee to coordinate calendar avoiding conflicts and competition for resources
Work around or collaborate with other events
Plan social activities through each quarter.
Promote socializing
Encourage Second Fridays and seek other funding sources
Host future activities such as brunches, dinners, card parties, trips, bowling, picnics, sporting events, Pride participation, and films□□Challenges: Encouraging membership participation□□Notes/Future work: Develop benchmarks around the frequency of social events□□
Program: Youth initiative□Coordinator: Ynkuya (Kevin Bynes)□□Goals:
Bring together Black gay men under 24 in Atlanta in a safe and affirming space
Grow participants to 15-20 youth by the 3rd Sunday in January 1999 (the program's one-year anniversary)
Draft outline of mentoring program by June 1999
Draft outline for peer counseling program by June 1999
Open fundraising and donation solicitation for a scholarship fund by June 1999□□Challenges: Not yet discussed□□Notes/Future work: Not yet discussed□□
Committee: Topics□Coordinator: Robert Mathis□□Goals:
Develop policies and procedures including meeting minutes by August 1998
Initial draft will be discussed in the June 1998 meeting and additional drafts will be discussed and finalized by the August 1998 meeting
Develop system for facilitators by August 1998
Draft outline for committee presentations by June 1998
Institutionalize procedure for meeting flyers so that flyers can be prepared a month in advance
Confirm process of assigning facilitators three months in advance.
Have 10 active members on the committee by September 1998
Strategy: Have each current committee member contact one potential member□□Challenges: Not yet discussed□□Notes/Future work: Not yet discussed□□
Committee: Membership□Co-coordinators: Charles Comer & Derrick Reese□□Goals:
Stabilize committee with meeting procedures and membership responsibilities
Create community announcement bulletin board
Purchase software for membership database
Solicit business who may want to advertise (for a fee) in mailing□□Challenges: Not yet discussed□□Notes/Future work: Not yet discussed□□
Committee: Finance□Coordinator: Calvin Murray□□Goals:
Create monthly budgets for each committee
Have a finance committee representative at each committee's meeting to hash out budget

Set-up over budget for Second Sunday
Create monthly deficit alert/financial reporting mechanism
Establish financial procedures for all activities including receipt, disbursement and advances of funds
Achieve 501(c)3 status□□Challenges & Notes/Future work: Not yet discussed□□
Committee: Executive□Co-chair: Craig Washington□□Goals:
Support and guide committees and projects
Perform annual assessment of each committee (July 1998)
Conduct quarterly review (September 1998)
Develop process for monthly "check-in" with each committee or project
Seek leadership training (in-house or from the Nonprofit Resource center)
Identify and orient new officers
Create advisory council to assist with organization operations (June 1998)
Make job descriptions for each officer position readily available (June 1998)
Announce monthly the need to fill vacancies
Develop policies and procedures for organization operations
Conduct individual and group assessments to gather information for P&P manual (June & July 1998)
Compose manual (August 1998)
Distribute manual and train (September and October 1998)
Develop officers
Attend training workshop (November and December 1998)
Use Nonprofit Resource Center (July 1998)
Develop master calendar of events and meetings□□Challenges: Not yet discussed□□Notes/Future work: Not yet discussed□□
Future Work & Wrap-up

For all committee coordinators, the future work for the proposed goals is to review them and subject them to the goals test of measurability and attainability. Goals should be reviewed at 3, 6, 9 and 12 month intervals and scored on the following scale:

Have not started
Early planning stage
Advanced implementation
Completed, or
Abandoned

This process should help ensure that each committee is moving towards its goals. Although not a part of the goals test, goals must also be approved before implementation. Developing and proposing goals also revealed that work needs to be done to address the specific missions of each committee. A future steering committee meeting needs to tackle clearer definitions of committee's duties based on bylaws and addition guidance.

At the close of the meeting, Carla suggested that flowcharting be used as a tool to document and assess current processes. It may take about three drafts to develop a flowchart that accurately captures the steps in any organizational processes. Time

frames and position titles should be incorporated into the flowcharts.

The planning session adjourned at 5 p.m.

□ Each has a choice when offered a task. It requires trust and honesty to express the inability to carry out a task. It is better to be upfront when unable to complete task rather than withhold information and still end up failing to complete the task.

□ A person presenting issues needs to be heard; however, that need must at times be tempered when it is in conflict with the focus of the discussion. One technique to handle such occurrences is to commit to five minutes to discuss the point at the next meeting. That way, the speaker may better clarify his point and the group will be more able to hear it.

□ As Carla explained, "When you don't pay people, they quit!" In a volunteer organization, the payment can be in the form of love and support, but deposits must be made in order to make such payments.

□ We cannot legislate sexual morality for the group's members or attendees. A social organization will have a sexual element based on human needs and interactions. Leaders should clearly communicate their motivations and not abuse powers. Also, public relations could emphasize other aspects of the mission beyond the social.

K.A. Johnson
□ TIME \@ "MMMM d, yyyy" □June 14, 1998□
Record of Meeting Re: Strategic Planning
□

□□□

Subj: notes from the 6/14 Second Sunday meeting
Date: 98-06-15 13:45:56 EDT
From: johnsonk.atlro@gao.gov
To: washingc@aidatlanta.org, gmosaic@aol.com

I don't know if the two of you were able to capture the comments shared while you were a part of the panel at yesterday's meeting. I took note of the responses to Robert's question, "What is preventing you from getting involved in Second Sunday?"

Responses:
--frequent and poorly led meetings
--meetings and activities that don't accommodate nontraditional working hours
--fear of exposure/coming out
--community apathy
--questions of where the funds go
--perception that the organization is classist, elitist, etc.
--need for more frequent survey of members' interests
--very insular organization carrying out the ideas of a few

Suggestion:
--require paid members to be on a committee following the example of 40 Plus

Also, I must apologize for the length of the notes from the steering committee strategic planning meeting. My hope was to boil them down to highlights, but once I started recording the ideas and issues recorded on the flipcharts, I felt they were all important enough for everyone to have a copy.

By the way, I spoke with Calvin yesterday about working with him on the finance committee. After the strategic planning meeting and the membership meeting, I had some concerns.

I'll be in DC Wednesday thru Friday of this week, but I'll be back in time for the steering committee meeting on Saturday.

Peace & blessings,
Kenneth

---------- Headers ----------
Return-Path: <johnsonk.atlro@gao.gov>
Received: from relay36.mail.aol.com (relay36.mail.aol.com [172.31.40.210]) by air11.mail.aol.com (v44.13) with SMTP; Mon, 15 Jun 1998 13:45:52 -0400
Received: from viper.gao.gov (viper.gao.gov [161.203.16.1])
by relay36.mail.aol.com (8.8.5/8.8.5/AOL-4.0.0)
with ESMTP id NAA29271 for <gmosaic@aol.com>;
Mon, 15 Jun 1998 13:39:04 -0400 (EDT)
From: johnsonk.atlro@gao.gov
Received: from viper.gao.gov (root@localhost)
by viper.gao.gov with ESMTP id NAA02680;
Mon, 15 Jun 1998 13:47:58 -0400 (EDT)

Secretary

Action Items for Inclusion on 6/20/98 Agenda

Co-Chair
Executive officer recruitment
Strategic planning meeting wrap up
Retreat planning
Hepatitis A vaccine administration
Financial condition update
Audit
Advisory Group
Policy and Procedure Manual
Committee contacts
Master calendar
Committee meeting minutes submission
2nd Sunday mailbox key

Secretary
Minutes distribution
Voicemail

Activities
Walkers for Pride
Club Fusion Passes

Ambassadors
Volunteer recruitment

Finance
Expense reimbursement forms
Detailed statements of the prior month's account activity
Copy/Cost center for centralized billing

Forty Plus
Reorganization update

Membership
Mailing list purge
Funds for Southern Communities mailing access

My Brothaz Keeper
Ad placement update
Planning committee update
Summer pamphlet

Public Relations
Newsletter
Web Site
Promotional materials

Topics
Facilitator Training
PA system with microphones

Open issues
Robert Simmons
ITLA Black Pride Weekend

Co-Chair
Executive officer recruitment
Strategic planning meeting wrap up —
Retreat planning
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Newsletter
Web Site
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Topics
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PA system with microphones

Open issues
Robert Simmons
ITLA Black Pride Weekend

Second Sunday

Record of Meeting Re: Strategic Planning

Meeting Date/Time: Saturday, June 6, 1998 – 8:30 a.m. – 5 p.m.

Location or Contact Method: Georgia State University
Student University Center
Courtland & Gilmer
Suite 278
Atlanta, GA

Participants:
Carla J. Rabb, Facilitator, Ph. 770-677-9445
Craig Washington, Co-Chair
Kirk Surgeon, Secretary
Kevin Bynes, My Brothaz Keeper
Charles Comer, Membership
Darrol C. DeAndre, Public Relations
Eric J. Flavors, Public Relations
Craig Johnson, Ambassadors
D. Drevan Jointer, Activities
Robert Mathis, Topics and Forty Plus
Darryl! (Moch), Ambassadors
Calvin G. Murray, Finance
Derrick Reese, Membership
Kenneth A. Johnson, Meeting recorder

Purpose & Goals:
1.) This planning meeting is the groundwork and structure for actualizing your vision of Second Sunday.
2.) Strategic planning is differentiated from regular long-term planning because of the focus on qualitative versus quantitative change.
3.) Strategic planning recognizes the commitment and the resources of a well and functioning organization and works to bring focus, structure and measurable achievement.

Summary of Discussion

Introductions, Ground Rules, Purpose & Goals

In our introductions, each was asked to answer the question, "Why am I here?" Most shared a desire to help grow and strengthen Second Sunday as an organization. Carla laid out the ground rules for the meeting and emphasized that the best strategic planning come from creativity, which requires a safe, non-judging space. She further added that strategic planning stresses gathering ideas to make a reality, improving the quality of the mission, and producing results rather than fixing problems.

Carla directed a "Where are we now?" exercise that let participants share any internal obstacles keeping us from being present. Responses like fatigue, competing tasks, time constraints, entertaining guests, and horniness were shared. Carla related the point of the exercise as one of understanding where each is coming from to promote compassion and empathy. Asking, "What's up?" should be a regular occurrence.

Expectations

Carla asked each participant to share a one-word expectation for the strategic planning session. The exercise produced the following results:

Action	Direction	Clarity	Teamwork
Structure	Organization (2x)	Cohesion	Faith
Vision	Planning	Roadmap	

Faith struck a chord for many considering it is belief of the possibilities without evidence. In the planning process, we must believe that we can do what we plan and commit to making it so. We must also believe in our leaders, in the organization and in ourselves. Further, faith requires action or taking steps from a place of commitment and intent to actualize the plan with the coaching and support of others. Talking or verbalizing the plans hopefully adds the pressure needed to bring the plan to action. As an illustration, Carla explained that geological pressure brings both diamonds and fossil fuels to fruition. Similarly, discussion can be the pressure that evolves a plan from a document to implementation. The roadmap incorporates the tool of benchmarking to provide a timeline to enact the plan. Other factors such as realizing the consequences of not doing what is planned and recognizing the benefits of a diverse body also must be considered in the planning and implementation processes.

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In-kind donations/community resources
Membership
Meeting attendance
Second Sunday meeting
Exposure/reputation
Sociopolitical support
Leadership

Weaknesses – (def.) recognized areas needing additional support or improvement

Weakness	Area for Development (Action Plan)
• Need to close unresolved issues; need for a mechanism to deal and resolve	• Develop method for closure so that no one or organization left liable and potentially adversely impact on PR/reputation.
• Need for leadership development and process for task delegation to avoid burnout	• Take a stronger approach to directing work and developing future leaders
• Need for more trust and honesty; overcome denial of issues	• Promote open and frank dialogue and create a safe space to foster dialogue • Challenge dysfunction (i.e., identify and refocus issues or tangents not relevant to point of discussion[2]
• Need for accountability and follow-thru on commitments (integrity)	• Encourage accountability for those who agree to carry out a task. Build integrity. Don't "let it slide."
• Need for better recruitment of officers and committee members	• Build on organization's PR and exposure to attract more potential member and candidates • Strategize to recruit leaders expecting some level of "fallout." • Empower members to grow into leaders
• Need for better time management	• Plan time well to avoid stressful, crisis situations

[2] A person presenting issues needs to be heard; however, that need must at times be tempered when it is in conflict with the focus of the discussion. One technique to handle such occurrences is to commit to five minutes to discuss the point at the next meeting. That way, the speaker may better clarify his point and the group will be more able to hear it.

• Need for mission direction or plan	To be covered later in meeting
• Need for order or organizational system(s)	• Create paper trails; develop procedures and operational systems

Opportunities – (def.) Actions inspired by challenges where we harness talents and do what has not yet been done.

- Operate as a business; establish system of checks and balances
- Develop organizational management and leadership
- Build body of volunteers and mechanism for recognition (payment for services)[3]
- Develop intragroup support (i.e., support within the community group of black gay men and within Second Sunday's membership)
- Provide more services and more outreach
- Strive for more community collaboration
- Seek funds, grants, and monies for Second Sunday
- Provide financial resources and information referrals; develop philanthropy mechanism
- Meet the organization's mission.

Threats – (def.) forces, hopefully external, working against the organization's mission

- Community apathy
- Competing organizations with similar missions
- Self-hatred
- Burn out
- Activities that lose sight of the mission (i.e., Objective of the event should match the organization's mission.)
- Lack of understanding of the mission
- Gay stereotypes that perpetuate a "meat market" perception of the organization[4]
- Negative PR and destructive criticism

Creative Thinking/Program and Project Ideas

Each participant was asked to provide two ideas to answer the question, "As a leader of Second Sunday, I envision us developing and executing the following two innovative programs/project." Along with the two ideas, each was asked to note any challenges that may hinder the execution of the suggested ideas.

PARTICIPANT	PROGRAM/PROJECT IDEAS	CHALLENGES
Craig W.	• HIV risk reduction program • Cultural education program (e.g., movie	• Lack of funding • Lack of identified leaders to

[3] As Carla explained, "When you don't pay people, they quit!" In a volunteer organization, the payment can be in the form of love and support, but deposits must be made in order to make such payments.

[4] We cannot legislate sexual morality for the group's members or attendees. A social organization will have a sexual element based on human needs and interactions. Leaders should clearly communicate their motivations and not abuse powers. Also, public relations could emphasize other aspects of the mission beyond the social.

Record of Meeting Re: Strategic Planning

	screening, book club, homophobia workshop for the black community)	spearhead programs
Charles	• Skills & talents referral network • HIV health fair	• Lack of serious participation • Lack of healthcare professionals to provide information on a regular basis • Lack of funding
Robert	• Policies and procedures for committee • Strategic plan to fill vacant coordinator and executive committee positions	• Decreased communication • Lack of organizational focus and support
Drevan	• Philanthropic endeavors • One-to-one (peer) counseling program	• Lack of funding • Lack of involvement
Eric	• Resources committee as a bridge to community resources • Targeted fundraising for a paid staff position	• Lack of organizational cohesiveness which may prohibit seeking outside assistance • Lack of knowledge of all available resources
Craig J.	• Outreach targeted to closeted, non-gay identifying men who have sex with men • Outreach and networking program for new Atlantans	• Difficulty locating and relating to closeted men • Difficulty getting word out to those new in town
Darryl!	• Comprehensive youth program for outreach, support and education • Empowerment program for black gay men and entire community	• Difficulty building consensus and collaborative relationships with other s • Not always cohesive black gay community
Darrol	• Alcohol and drug abuse programs targeted to youth • Improving on current functions and operations	• Building interest and overcoming denial typically associated with addiction issues
Derrick	• Community leadership initiative • Gay men's health initiative	• Lack of financing • Lack of available manpower
Ynkuya	• Mentoring and peer counseling program for youth • Scholarship program for students at 4-year institutions	• Lack of concern for and by youth • Lack of funding • Difficulty reaching out to youth • General apathy

The follow-up discussion after the each presented his program and project ideas revealed the following common themes in project ideas and challenges:

Recurring Program Ideas
HIV education/health issues
Philanthropy/assistance referral networks
Outreach to gay youth/mentoring
Leadership initiative/empowerment of BGM
Improved organizational processes
Peer counseling

Recurring Challenges
Lack of funding
Lack of organizational focus
Lack of involvement/participation and staff

501(c)3 Summary

A brief 501(c)3 update discussion revealed that some questions remain as to how the matter was left after the March membership meeting. Since it is a matter handled by the finance committee, Calvin informed us that information has been gathered and an attorney contacted as preliminary steps; however, the application process has not yet begun. Issues in question include what decisions were made regarding funding the 501(c)3. Also, organization structure issues related to maintaining racial exclusivity remain outstanding. Further, tasks remain regarding "getting our house in order" like a financial audit before other steps can take place. Due to time constraints and the many questions, this issue was placed on the "parking lot" for later discussion.

Measurable Goals/Benchmarks

The remainder of the strategic planning meeting was devoted to individual committee exercises in developing goals, establishing benchmarks for those goals, and presenting the results to the entire committee. While going through the process of developing goals, Carla asked that each committee put their goals to the test by answering these three questions:

1. Is the goal measurable (i.e., produce measurable results)?
2. Is the goal attainable?
3. How does the goal further the quality of service provided by Second Sunday?

During the discussions the followed the goals presentations, the issue of approval came up. Specifically, the presented goals were presented as draft ideas and would require further discussion and approval before actually set into motion by any of the committees.

Committee: **Ambassadors**	Co-coordinators: Craig Johnson & Darryl Moch

Goals:
• Increase membership of committee from 2 to 5 within 3 months
  • Delegate committee duties
  • Delegate responsibilities at meetings and other functions
• Develop/implement action plan for visible role at meetings for welcoming visitors and members for entire year (thru 6/99)
  • Conduct outreach, enhance hospitality, provide information, and answer questions
• Spearhead 2 charitable endeavors for the year
  • AIDSWalk
  • Toy drive
• Serve as representatives on Second Sunday's behalf in the community when called upon to do so.	

Challenges: Must overcome the impression that the Ambassadors committee's only function is to serve refreshments.	
Notes/Future work: Work on measurability factors like tracking the numbers of folks contacted or the number of pamphlets/information packets distributed. Also work on accountability and measurability factors especially for the second and fourth goals. The proposed expanded mission suggested by these proposed goals will require further committee discussion and approval.	

Record of Meeting Re: Strategic Planning

Committee: **Public Relations**	Co-coordinators: Darrol DeAndre & Eric Flavors

Goals:

- Newsletter
  - Bi-monthly production with first two issues in black and white; first issue 8/7/98 production
  - Distributed to members via mailing and guests and meeting
  - Finance via business ads, personal ads, and possibly Second Friday funds
  - Current staff of 7 volunteers plus outside services for graphics and layout
  - A newsletter focus group headed by Richard Moultrie will work on outline of newsletter's content and will network with other committees
  - Some production costs known but cost of graphic/layout services yet to be determined
- Website (Proposed benchmarks: preview on 6/19/98 and Release 1.0 on 6/26/98)
  - Domain name (www.secondsunday.org) has been procured with fees of $70 for first two years and $30 per each year after (Note: Initial fees already incurred by co-coordinators assuming reimbursement upon project approval.)
  - Web space access fees of $50 set-up and $49.95 per month to Mindspring (fees not yet paid)
  - Site development – establishing site architecture, posting and maintaining pages, and seeking content contributors from other sources
  - Resources need include web design, domain and monthly fees as well as manpower (i.e., web master, coordinator, and outside services)
- Marketing strategy
  - Brochure in draft and circulated for feedback
  - Community networking via mail and interaction
  - Bar/club outreach via posters
  - Advertising in local and later national media and organizations (e.g., Venus, BLK, Whazzup!, GMAD, and NBLGLF)
  - Resource requirements include financing of projects and manpower

Challenges: Addressing the questions generated by these proposed projects, determining financing sources, and garnering committee approval.

Notes/Future work: Need to do some benchmarking around selling ad space for future issues. Website costs and content require steering committee discussion and approval. Although the targeted dates are focused on production before Labor Day weekend, many critical elements need to be discussed. Due to time constraints and the complexity of the issue, the website project and its costs were put on the "parking lot" for future discussion. ***Note, however, that this issue raises the need for clarification and education around steering committee policies for presenting proposals for discussion and approval prior to taking action.***

Time only allowed the remaining coordinators to present their goals. Discussion was limited with the understanding that the steering committee would continue to develop the goals and complete the discussion process at a later time.

Committee: **Activities**	Co-coordinators: Drevan Jointer

Goals:

- Plan an event from beginning to end (fundraiser)
  - Set-up, cleanup, plan and coordinate
  - Manage event
  - Handle PR, costs, logistics/location, and scheduling
- Work with executive committee to coordinate calendar avoiding conflicts and competition for resources
  - Work around or collaborate with other events

Minutes of Meeting for Strategic Planning

Committee	Public Relations	Local Coordinator	Digital Creative & Print Person
Goals			
• Education			
• Economic production with first two issues in black and white, first issue 8/1995 production			
• Donations to members via mailing and phone and renewal			
• Promote via business ads, personal ads, and possibly Internet Usenet Posts			
• Organize staff of 7 volunteers plus outside services for graphics and layout			
• A newsletter focus group headed by Midwest Investors will work on outline of newsletter's content and will network with other committees			
• Some production costs known but cost of graphics/layout services yet to be determined			
• Website (Project homepage preview on 6/15/95 and Release 1.0 on 6/30/95)			
• Newsletter name (www.somebody.org) has been procured with fees of $20 for first two years and $10 per each year after (Name Initial Fee already executed by co-operating agency pending reimbursement upon project approval.)			
• Web space access fees of $10 per mo and $40 per month to Midpoint (fee is not yet paid)			
• Site development – creating site architecture, posting and maintaining pages, and posting content contributions from other sources			
• Resources need liaisons with design, business and graphic fees as well as resources (i.e., web master, consultant, and outside services)			
• Publishing strategy			
• Brochure in draft and circulated for feedback			
• Community networking via mail and promotion			
• Partyline outreach via phones			
• Advertising in local and later national media and organizations (e.g., Yuma, BBS, Wisconsin, CMAD, and NPII, CLP)			
• Develop membership in role Licensing of products and programs			
Challenges: Addressing the concerns presented by those proposed projects, determining financing sources and attaining committee approval			
Next Steps/Future work: Need to do some brainstorming toward getting ad space for future issues. Website needs and content require steering committee discussion and approval. Although the targeted publication date is reduction before Labor Day weekend, many critical elements must be in position. Due to time constraints and the complexity of the issue, the website project and its costs were put on the "parking lot" for future discussion. Does, however, have this issue raise the need for clarification and a formal steering committee position for presenting proposals for discussion and approval prior to meeting website.			

Time only allowed the remaining coordinators to present their goals. Discussion was limited with the understanding that the steering committee would continue to develop the goals and coordinate the discussion process at a later time.

Committee	Activities	Local Coordinator	Design Issues
Goals			
• Plan an event (date beginning to end (for classes))			
• Solicit, develop plan and coordinate			
• Educate event			
• Identify PR, work, logistics roles, and scheduling			
• Work with Steering Committee to coordinate calendar meeting conflicts and cooperation for resources			
• Work, manage to and follow with other events			

Record of Meeting Re: Strategic Planning

• Plan social activities through each quarter.
  • Promote socializing
  • Encourage Second Fridays and seek other funding sources
  • Host future activities such as brunches, dinners, card parties, trips, bowling, picnics, sporting events, Pride participation, and films

Challenges: Encouraging membership participation
Notes/Future work: Develop benchmarks around the frequency of social events

Program: **Youth initiative**	Coordinator: Ynkuya (Kevin Bynes)
Goals: • Bring together Black gay men under 24 in Atlanta in a safe and affirming space • Grow participants to 15-20 youth by the 3rd Sunday in January 1999 (the program's one-year anniversary) • Draft outline of mentoring program by June 1999 • Draft outline for peer counseling program by June 1999 • Open fundraising and donation solicitation for a scholarship fund by June 1999	
Challenges: Not yet discussed	
Notes/Future work: Not yet discussed	

Committee: **Topics**	Coordinator: Robert Mathis

Goals:
• Develop policies and procedures including meeting minutes by August 1998
  • Initial draft will be discussed in the June 1998 meeting and additional drafts will be discussed and finalized by the August 1998 meeting
• Develop system for facilitators by August 1998
• Draft outline for committee presentations by June 1998
• Institutionalize procedure for meeting flyers so that flyers can be prepared a month in advance
• Confirm process of assigning facilitators three months in advance.
• Have 10 active members on the committee by September 1998
  • Strategy: Have each current committee member contact one potential member	

Challenges: Not yet discussed	
Notes/Future work: Not yet discussed	

Committee: **Membership**	Co-coordinators: Charles Comer & Derrick Reese
Goals: • Stabilize committee with meeting procedures and membership responsibilities • Create community announcement bulletin board • Purchase software for membership database • Solicit business who may want to advertise (for a fee) in mailing	
Challenges: Not yet discussed	
Notes/Future work: Not yet discussed	

Record of Meeting Re: Strategic Planning

Committee: **Finance**	Coordinator: Calvin Murray
Goals: • Create monthly budgets for each committee • Have a finance committee representative at each committee's meeting to hash out budget • Set-up over budget for Second Sunday • Create monthly deficit alert/financial reporting mechanism • Establish financial procedures for all activities including receipt, disbursement and advances of funds • Achieve 501(c)3 status	
Challenges & Notes/Future work: Not yet discussed	

Committee: **Executive**	Co-chair: Craig Washington

Goals:
• Support and guide committees and projects
  • Perform annual assessment of each committee (July 1998)
  • Conduct quarterly review (September 1998)
  • Develop process for monthly "check-in" with each committee or project
  • Seek leadership training (in-house or from the Nonprofit Resource center)
• Identify and orient new officers
  • Create advisory council to assist with organization operations (June 1998)
  • Make job descriptions for each officer position readily available (June 1998)
  • Announce monthly the need to fill vacancies
• Develop policies and procedures for organization operations
  • Conduct individual and group assessments to gather information for P&P manual (June & July 1998)
  • Compose manual (August 1998)
  • Distribute manual and train (September and October 1998)
• Develop officers
  • Attend training workshop (November and December 1998)
  • Use Nonprofit Resource Center (July 1998)
  • Develop master calendar of events and meetings	

Challenges: Not yet discussed	
Notes/Future work: Not yet discussed	

Future Work & Wrap-up

For all committee coordinators, the future work for the proposed goals is to review them and subject them to the goals test of measurability and attainability. Goals should be reviewed at 3, 6, 9 and 12 month intervals and scored on the following scale:

1. Have not started
2. Early planning stage
3. Advanced implementation
4. Completed, or
5. Abandoned

This process should help ensure that each committee is moving towards its goals. Although not a part of the goals test, goals must also be approved before implementation. Developing and proposing goals also revealed that work needs to be done to address the

specific missions of each committee. A future steering committee meeting needs to tackle clearer definitions of committee's duties based on bylaws and addition guidance.

At the close of the meeting, Carla suggested that flowcharting be used as a tool to document and assess current processes. It may take about three drafts to develop a flowchart that accurately captures the steps in any organizational processes. Time frames and position titles should be incorporated into the flowcharts.

The planning session adjourned at 5 p.m.

SECOND SUNDAY - July Discussion Rough Draft
THROB
THE SEXVIBE BETWEEN BROTHERS IN ATLANTA
(6:45- 8:30)

PART ONE (35 min total)
Present Porno Medley (TV/VCR) (depicting different sexual acts, actors, places, toys, etc.) (5min)
Small group breakout (by colored dots) (5 min) (Group leaders collect members)
Small group questions (20 min)
What were your favorite scenes? Why?
Do you have to "fuck" to have sex?
What's the best sex you ever had? Why?
Fill out Sexual Tastes survey. Back to full group(5 min)

PART TWO (25 min total) (optional)
Two dancers/actors skit (with voiceover) (5 min)
2 brothas meet in a club. They are obviously attracted to each other. They strike up a good conversation. Anthony offers his number. Brian suggests they just go straight to Brian's place instead. Anthony says "We can hook up tomorrow - Check out a movie". Brian says " Why can't we spend some time together tonite. I want to get to know you better" Anthony is tempted. Brian whispers in his ear "Lets go home and Fuck!" End of skit.

Group Questions (20 min)
What do you think Anthony's gonna do?
Have you been in Anthony's position?
Have you been in Brian's position?
Do brothers have healthy sex lives or are we obsessed?
How is Sex with Romance ? How is Sex without romance?

PART THREE (45 min)
Discussion - Sex Culture in Atlanta
Includes panel (or prepared speakers seated in the audience)
Speakers should include: **Sex Party/Blatino Host; Club Manager; Gay Men's Counselor**
Presenters speak 3-min each about their views on what's happening among bgms in Atlanta
Presenters (15 min)
Q& A (30 min)

SECOND SUNDAY - July Discussion Rough Draft

THESIS

THE SEXUAL RIFT BETWEEN BROTHERS IN ATLANTA

(6:45- 8:30)

PART ONE (35 min total)

Present Porno Medley (TV/VCR) (depicting different sexual acts, actors, places, toys, etc)

(Sufin)

Small group breakout (by colored dots) **(5 min)** (Group leaders collect members)

Small group questions (20 min)

What were your favorite scenes? Why?

Do you have to "Date" to have sex?

What's the best sex you ever had? Why?

Fill out Sexual Tastes survey. Back to full group(5 min)

PART TWO (25 min total) (optional)

Two characters/actors talk (with voiceover) (5 min)

2 monks meet in a club. They are obviously attracted to each other. They settle up a good conversation. Anthony offers his number. Brian suggests they just go straight to Brian's place instead. Anthony says "We can book up tomorrow - Check out a movie." Brian says " Why don't we spend some time together tonite. I want to get to know you better." Anthony is tempted. Brian whispers in his ear "Lets go home and Fuck!" End of skit.

Group Questions (20 min)

What do you think Anthony's gonna do?

Have you been in Anthony's position?

Have you been in Brian's position?

Do brothers have healthy sex lives or are we obsessed?

How is Sex with Romance ? How is Sex without romance?

PART THREE (45 min)

Discussion - Sex Culture in Atlanta

Includes panel (or prepared speakers seated in the audience)

Speakers should include: Sex Party/Bathing River; Club Managers Gay Men's Counselor

Preparatory words: 3-min each about their views on what's happening among bigots in Atlanta

Presenters (15 min)

Q& A (30 min)

SECOND SUNDAY - July Discussion Rough Draft
THROB
THE SEXVIBE BETWEEN BROTHERS IN ATLANTA
(6:45- 8:30)

PART ONE (35 min total)
Present Porno Medley (TV/VCR) (depicting different sexual acts, actors, places, toys, etc.) (5min)
Small group breakout (by colored dots) (5 min) (Group leaders collect members)
Small group questions (20 min)
What were your favorite scenes? Why?
Do you have to "fuck" to have sex?
What's the best sex you ever had? Why?
Fill out Sexual Tastes survey. Back to full group(5 min)

PART TWO (25 min total) (optional)
Two dancers/actors skit (with voiceover) (5 min)
2 brothas meet in a club. They are obviously attracted to each other. They strike up a good conversation. Anthony offers his number. Brian suggests they just go straight to Brian's place instead. Anthony says "We can hook up tomorrow - Check out a movie". Brian says " Why can't we spend some time together tonite. I want to get to know you better" Anthony is tempted. Brian whispers in his ear "Lets go home and Fuck!" End of skit.

Group Questions (20 min)
What do you think Anthony's gonna do?
Have you been in Anthony's position?
Have you been in Brian's position?
Do brothers have healthy sex lives or are we obsessed?
How is Sex with Romance ? How is Sex without romance?

PART THREE (45 min)
Discussion - Sex Culture in Atlanta
Includes panel (or prepared speakers seated in the audience)
Speakers should include: **Sex Party/Blatino Host; Club Manager; Gay Men's Counselor**
Presenters speak 3-min each about their views on what's happening among bgms in Atlanta
Presenters (15 min)
Q& A (30 min)

SECOND SUNDAY - July Discussion Rough Draft
TOPOS
THE SEXUAL BETWEEN BROTHERS IN ATLANTA
(8:45- 8:10)

PART ONE (35 min total)
Present Porno Medley (TV/VCR) (depicting different sexual acts, actors, places, toys, etc.)
(5min)
Small group breakout (by colored dots) (5 min) (Group leaders collect members)
Small group questions (20 min)
What were your favorite scenes? Why?
Do you have to "fuck" to have sex?
What's the best sex you ever had? Why?
Fill out Sexual Taste survey. Back to full group(5 min)

PART TWO (25 min total) (optional)
Two characters/actors skit (with voiceover) (5 min)
2 people meet in a club. They are obviously attracted to each other. They strike up a good conversation. Anthony offers his number. Brian suggests they just go straight to Brian's place instead. Anthony says "We can book up tomorrow - Check out a movie". Brian says " Why can't we spend some time together now. I want to get to know you better." Anthony is tempted. Brian whispers in his ear "Let's go home and Fuck!" End of skit

Group Questions (20 min)
What do you think Anthony's gonna do?
Have you been in Anthony's position?
Have you been in Brian's position?
Do brothers have healthy sex lives or are we obsessed?
How is Sex with Romance ? How is Sex without romance?

PART THREE (45 min)
Discussion - Sex Culture in Atlanta
Invitation panel (or prepared speakers seated in the audience)
Speakers should include: Sex Party/Hiatus Host; Club Managers Gay Men's Convention
Presenters speak 3-min each about their views on what's happening among bgmts in Atlanta
Presenters (15 min)
Q& A (20 min)

SECOND SUNDAY - July Discussion Rough Draft
THROB
THE SEXVIBE BETWEEN BROTHERS IN ATLANTA
(6:45- 8:30)

PART ONE (35 min total)
Present Porno Medley (TV/VCR) (depicting different sexual acts, actors, places, toys, etc.) (5min)
Small group breakout (by colored dots) (5 min) (Group leaders collect members)
Small group questions (20 min)
What were your favorite scenes? Why?
Do you have to "fuck" to have sex?
What's the best sex you ever had? Why?
Fill out Sexual Tastes survey. Back to full group(5 min)

PART TWO (25 min total) (optional)
Two dancers/actors skit (with voiceover) (5 min)
2 brothas meet in a club. They are obviously attracted to each other. They strike up a good conversation. Anthony offers his number. Brian suggests they just go straight to Brian's place instead. Anthony says "We can hook up tomorrow - Check out a movie". Brian says " Why can't we spend some time together tonite. I want to get to know you better" Anthony is tempted. Brian whispers in his ear "Lets go home and Fuck!" End of skit.

Group Questions (20 min)
What do you think Anthony's gonna do?
Have you been in Anthony's position?
Have you been in Brian's position?
Do brothers have healthy sex lives or are we obsessed?
How is Sex with Romance ? How is Sex without romance?

PART THREE (45 min)
Discussion - Sex Culture in Atlanta
Includes panel (or prepared speakers seated in the audience)
Speakers should include: **Sex Party/Blatino Host; Club Manager; Gay Men's Counselor**
Presenters speak 3-min each about their views on what's happening among bgms in Atlanta
Presenters (15 min)
Q& A (30 min)

SECOND SUNDAY - July Discussion Rough Draft
THROB
THE SEXVIBE BETWEEN BROTHERS IN ATLANTA
(6:45- 8:30)

PART ONE (35 min total)
Present Porno Medley (TWINK B) (depicting different sexual acts, actors, places, toys, etc.)
(5min)
Small group breakout (by colored dots) (5 min) (Group leaders collect members)
Small group questions (20 min)
What were your favorite scenes? Why?
Do you have to "fuck" to have sex?
What's the best sex you ever had? Why?
Fill out Sexual Tastes survey. Back to full group(5 min)

PART TWO (25 min total) (optional)
Two dancers/actors slot (with volcanoes) (5 min)
2 bodies meet in a club. They are obviously attracted to each other. They strike up a good conversation. Anthony offers his number. Brian suggests they just go straight to Brian's place instead. Anthony says "We can hook up tomorrow - Check out a movie". Brian says " Why can't we spend some time together tonite. I want to get to know you better." Anthony is tempted. Brian whispers in his ear "Lets go home and Fuck!" End of skit

Group Questions (20 min)
What do you think Anthony's gonna do?
Have you been in Anthony's position?
Have you been in Brian's position?
Do brothers have healthy sex lives or are we obsessed?
How is Sex with Romance ? How is Sex without romance?

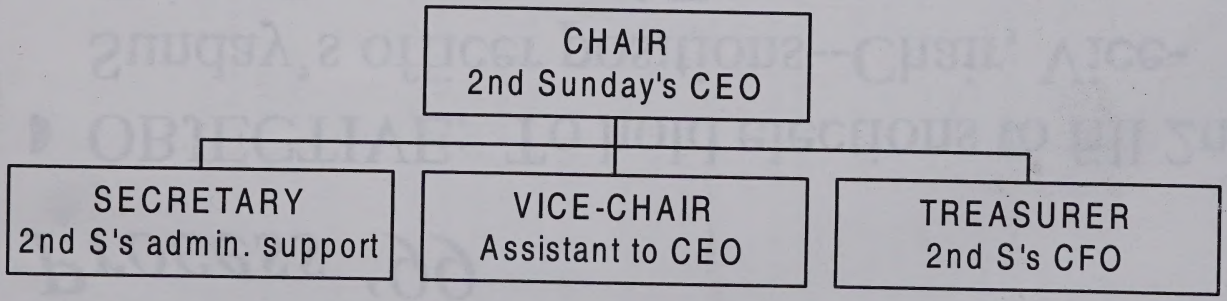
PART THREE (45 min)
Discussion - Sex Culture in Atlanta
Includes panel (or prepared speakers seated in the audience)
Speakers should include: Sex Party/Bathtub Hash Club Managers Gay Men's Counselor
Presenters speak 3-min each about their views on what's happening among bgmt in Atlanta
Presenters (15 min)
Q & A (20 min)

2nd Sunday Officers' Election Process '99

- OBJECTIVE: To hold elections to fill 2nd Sunday's officer positions--Chair, Vice-Chair, Secretary and Treasurer.
- WHEN: The General Membership will cast secret ballots at the March General Membership meeting.

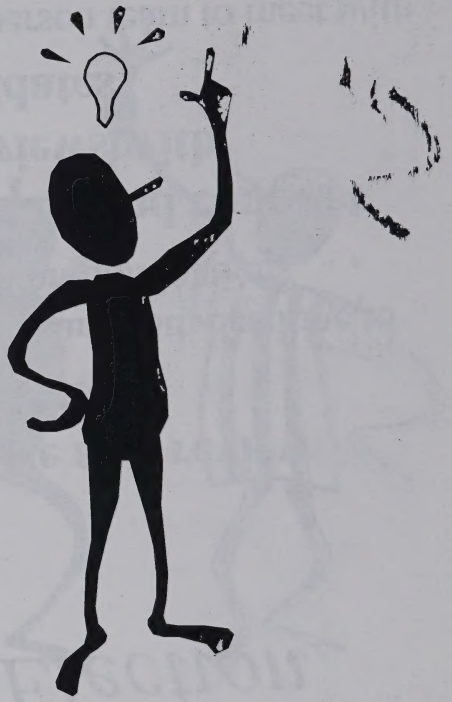
2nd Sunday Officers' Election Process '99

2nd Sunday's Officers (Executive Committee)

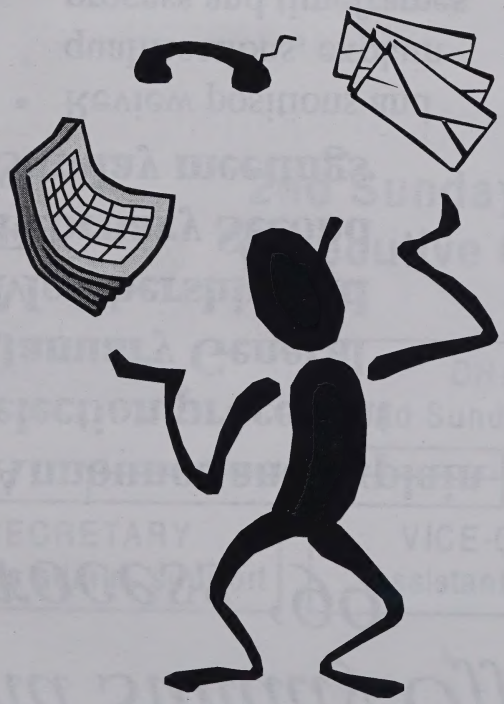


2nd Sunday Officers' Election Process '99

- **Announce and explain election process at January General Membership and February Second Sunday meetings**
  - Review positions and qualifications, explain process and timeframes, and introduce N & E committee



2nd Sunday Officers' Election Process '99



- **Receive and review nominations**
  - February 28th deadline to submit nominations
- **Schedule and conduct interviews with candidates**
  - 2-person team to meet with each candidate in February and March
- **Review results and recommend candidates**

2nd Sunday Officers' Election Process '99

- **Conduct election at the March General Membership meeting**
  - Introduce candidates and facilitate Q&A
  - Conduct election by secret ballot and tabulate results
  - Present elected officers to the body

2nd Sunday Officers' Election Process '99

- **Prepare and present the post-election report at the April 1999 board meeting**
  - Review process and critique
- **THE END!!!!**

Second Sunday 1997

"Gettin Yo' Groove On"
Small Group Moderator Responsibility Information

Dear Small Group Moderator:

I've prepared the following outline to better assist you in operating the breakout session in today's meeting. I really appreciate your help. You're participation and leadership is what makes 2nd Sunday a success. If you need more information please see me. Thanks again and good luck!

Carlos

Here's the 411:

1. Pick up activity form before meeting, see facilitator.
2. Make note of your established breakout area so that you know where your group will meet.
3. At breakout time, go to **your** breakout area and wait for your group to assemble. After your group is assembled take them to a designated area where you will have the groups full attention. We will use as many rooms as possible so that we are conscious of noise.
4. Huddle group in circle and explain the essence of time and reiterate respect among brothers. Be conscious of your time, you have a lot to in a short time.
5. Designate a record keeper, someone who will scribe ideas and thoughts. Be sure they write legibly. We'll need these activity sheets back when the discussion is over.
6. Discuss group expectations -- "We are hear to discuss the following issues"

   What did you think about the presentation? How did it make you feel? What did it make you think about? Did it motivate ideas? If so, what kind?

   Did the presentation remind you of a situation where you have first (second) hand experience?

   How could the situation in each skit have ended differently? (Have each group member comment on only one)
7. Begin at your left asking for responses to the issues, continue around the circle until all group members have contributed.
8. Confirm what you hear by restating so that your note taker has a clear understanding. (For example, "I hear you saying....") Try to edit sentences to short actionable phrases. Make sure the accurate comment is recorded. Be conscious of your time.
9. At the end of the small group session, distribute the Sexual Behavior Survey. Tell your group the survey is completely voluntary **and** should be completely anonymous. When finished with the survey ask group members to place their completed survey faces down in the center of the circle. Collect the surveys and return them to me.
10. At the end of the small group session, your group will rejoin the larger group and there will be a discussion on the process and we will bring closure and address the follow-up session the following Sunday. PLEASE NOTE: **there will not be a report-back session**.
11. When time is up, please ask your group to return to their seats as quickly as possible.
12. All small group moderators will be responsible for making sure that all attendees return to their seats in a timely fashion.

"Gettin Yo' Groove On"
Group Activity Form

Group #12 Name _____

Issues:

"Top" Safe	Substance Use	True Love = Unsafe Sex
"Top" Assumption	Peer Pressure	We never talked about it
Physical Assessment	Too Easy = No Respect	No Safe Sex Cooperation (did it for him)

Solutions/ Comments:

Assumption About Being Negative

SECOND SUNDAY LABOR PARTY
REPORT

WHAT: Second Sunday Labor Day Party

GOAL: To fund-raiser and bring money into Second Sunday.
To bring gay, bi, and transgendered brothers of African descent together.
To extend the name recognition of the organization.

WHEN: Saturday, August 31, 1996

TIME: This is still being decided. Originally, we planned for 4pm-until. We are still working out details with Earl Joyner as well as considering the other Labor Day events.

LOCATION: Earl Joyner's House in Griffin, Georgia. He has wonderful space which includes a jacuzzi, deck, spacious house, lake, and lots of land.

SIZE GOAL: Of course, the more the merrier. Our goal is 200.

PRICE: $15.00 at door
$20.00 for couples
$10.00 in advance

NEEDS

MARKETING: Advertising is a crucial element for the success of this event. Our presence in one or more of these and/or other publications is important.

Gay Publications:
Venus
1/2 page ad - $180.00
1 page ad - $280.00
Deadline: July 24th

SBC
1/4 page ad - $150.00
1/2 page ad - $300.00
1 page ad - $550.00

Chip Williford is extending a 10% discount to Second Sunday.
Deadline: ???

Flyers: Create flyers of different sizes to pass out around Atlanta as well as around the country. We would like to pass out 1/4 and 1/2 page flyers in the clubs and other events.

TICKETS: We would like to print or purchase tickets. A rough estimate is approximately 300.

MUSIC: This will be handled within the Activity Committee.

FOOD: We are looking at a possibly handling this ourselves.

VOLUNTEERS: This encompasses everything from passing out flyers, cooking, selling tickets, security, etc.

MEETING WITH CRAIG WASHINGTON RE: 3-6 MONTH PLANS AND GOALS FOR SECOND SUNDAY

- DEVELOP POLICIES AND PROCEDURES MANUAL FOR EACH COMMITTEE
  - Work with committee coordinators to document the responsibilities and procedures involved in meeting the goals of each committee. Reach consensus with coordinators as to how the data will be gathered for the manual. Some coordinators may be comfortable drafting their own procedures while others may want to have a meeting and provide the information via and Q&A format. [Note: KAJ will develop data gathering mechanism/plan to be shared and discussed at the next steering committee meeting.]
  - Describe the roles and responsibilities for each of the officer positions. Document expectations for carrying out the duties of these positions.
  - Discuss schedule for developing manual with coordinators: Collect raw data by June steering committee meeting and draft document by July meeting.
- DEVELOP LOGISTICS PLAN FOR GENERAL MEETING
  - Draft a document that will actually be at the front of the policies and procedures manual. This plan will document the tasks involved in conducting the monthly meeting and the responsible parties for each task. Think of it as an "order of service" for the monthly meeting.
- DEVELOP MASTER CALENDAR OF MEETINGS, EVENTS, AND DATES OF NOTE
  - Circulate a blank calendar at the steering committee so that each coordinator can record his committee's meeting date, events for the month, travel periods or time when not available, and any other dates of note. Also, record deadline for mailing materials to membership.
  - Instruct the secretary to distribute the calendar with the minutes from the meeting (see note below regarding requirements for distributing minutes).
- PLAN MONTHLY CONTACT WITH EACH COMMITTEE COORDINATOR AND MONTHLY MEETINGS OF EXECUTIVE COMMITTEE

- Arrange between the co-chair and advisor a mechanism for maintaining at least monthly formal contact with each coordinator as a information gathering, troubleshooting, and getting-to-know-you exercise.
- Determine a schedule for monthly executive committee meetings (Monday after 2nd Sunday).

- REQUIRE DETAILED MINUTES FROM EVERY MEETING WITH CO-CHAIR AND SECRETARY ON DISTRIBUTION
  - Inform secretary that steering committee minutes should be distributed (via electronic or snail mail) within two weeks of the meeting. The monthly calendar should be attached to the minutes.
- ENCOURAGE "ACTION ITEMS" FROM EACH MEETING AND DOCUMENT RESPONSIBLE PARTIES
  - Each committee should record minutes of its meeting, record agreed upon tasks and responsible parties. Forward minutes to exec committee and committee members.
- ESTABLISH SEPARATE ACCOUNT FOR GRANT FUNDS
- DEVELOP ANNUAL BUDGET
  - Both of the two above items should be addressed in the financial procedures to be included in the policies and procedures manual.
- ASSESS STRENGTHS AND IMPROVEMENT AREAS FOR EACH COMMITTEE VIA OBSERVATION AND DISCUSSION WITH COMMITTEE CHAIRS (NOTE: INCLUDES REVIEW OF "OVER 40" AND "MY BROTHER'S KEEPER")
  - Robert Mathis (Over 40) and Kevin Bynes (My Brother's Keeper) as coordinators of these supplemental programs are now members of the steering committee
- DISTRIBUTE STEERING COMMITTEE AGENDA AT THE SECOND SUNDAY MEETING
  - Ask secretary to prepare an agenda of items to be covered at the next steering committee meeting as a reminder of the meeting and an opportunity for advance preparation.

- Include policies and procedures manual data gathering, monthly master calendar, and strategic planning meeting logistics and goals to the agenda for the May 16, 1998 meeting.

- CIRCULATE A CURRENT STEERING COMMITTEE ROSTER TO ALL OFFICERS AND COORDINATORS INCLUDING ALL RELEVANT CONTACT INFO
- DETERMINE SPECIFIC TOPICS AND GOALS TO BE COVERED IN THE JUNE 6, 1998 STRATEGIC PLANNING MEETING
    - CW has met with the facilitator, Carla Rabb, to discuss topics and goals for the meeting. CW will schedule another meeting with Carla and include KAJ.

OTHER

- TAP INTO COMMUNITY RESOURCES INCLUDING NONPROFIT RESOURCE CENTER, OTHER COMMUNITY ORGANIZATIONS LIKE ZAMI, CARD PLAYERS ASSOC., AND JUDIES
- ESTABLISH RELATIONSHIPS WITH COMMUNITY BUSINESSES LIKE LORETTA'S, TRACKS, AND THE PALACE AS A MEANS OF OUTREACH
    - GOAL: Public relations objective of promoting an accessible image for 2nd Sunday
-

- Include policies and procedures manual data gathering, monthly master calendar, and strategic planning meeting logistics and goals to the agenda for the May 16, 1998 meeting.
- CIRCULATE A CURRENT STEERING COMMITTEE ROSTER TO ALL OFFICERS AND COORDINATORS INCLUDING ALL RELEVANT CONTACT INFO
- DETERMINE SPECIFIC TOPICS AND GOALS TO BE COVERED IN THE JUNE 6, 1998 STRATEGIC PLANNING MEETING
- CW has met with the facilitator, Claire Robb, to discuss topics and goals for the meeting. CW will schedule another meeting with Claire and Incluso rep.

OTHER

- TAP INTO COMMUNITY RESOURCES INCLUDING NONPROFIT RESOURCES CENTER, OTHER COMMUNITY ORGANIZATIONS LIKE ZAMI, CARD PLAYERS ASSOC., AND JUDGES
- ESTABLISH RELATIONSHIPS WITH COMMUNITY BUSINESSES LIKE LORETTA'S, TRADER, AND THE PALACE AS A MEANS OF OUTREACH
- GOAL: Public relations objective of promoting an accessible image for "Sunday

Second Sunday November Meeting
Proposed Outline - Discussion About Transgendered Community

"Cross Over Into The Light - A New Understanding of Gender Identity"

Introduction (10 min)

(Music (e.g. Sade, Enya))Narrator introduces different transgendered identities

Actors depict persons facing various forms of bias in different scenarios

Cross-dresser with insensitive "friend"

Pre ~~Non~~-operative performer with club owner

Post-Operative woman with abusive partner

Conversation between 2 men (non-trans)expressing negative bias

Introduction of Moderator, Guest Moderator and Panelists (10 min)

Panelist Presentations (15 min)

Dialogue between Guests and Attendants (30 min)

Small breakout group (Intro-5 min; Discussion-15 min) (20 min)

Report To Full Group & Wrap-Up (15 min)

DRAFT

STRATEGIC PLANNING SESSION
SECOND SUNDAY OF ATLANTA

AGENDA

9:00	I.	Welcome
9:10	II.	Icebreaker: the ~~board resume~~ Steering Committee resume – personal/professional
9:30	III.	The Survey Says
9:45	IV.	Revisiting the Second Sunday's mission and goals — Ratifying By-Laws
10:45	V.	Setting Priorities Small group work
BREAK		
11:00		Setting Priorities (cont'd) large group report back/decision making
12:00	VI.	Developing the Annual Calendar
12:30	VII.	Assignments/Next Steps

PLANNING MEETING FOR SECOND SUNDAY
WITH CRAIG & ULESTER

AGENDA

I. Review goals for Nov. 16th session
- review the mission
- develop annual calendar for '97
- give specific assignments to members

II. Review of agenda for the day

III. Logistics
- meeting place: UW
- notices to board members
- food/fellowship

IV. Survey results

V. Other matters

Record of Meeting
Re: Planning for Second Sunday's Conference '98

Date/Time: Sunday, March 15, 1998 @ 6 p.m.

Location: Atlanta Lambda Center
828 W. Peachtree St., 2nd floor
Atlanta, GA 30309

Participants: Kevin Cockfield
Lanfrey Funches
Kenneth A. Johnson
Darryl! (Moch)
Craig Washington

Objective: To discuss possible topics and formats for Second Sunday's conference/workshop project as funded by a grant from the Fund for Southern Communities.

Points Discussed:

Workshop/Conference Format Options

We tossed around several ideas for possible workshop/conference formats and the pros and cons of each. Instead of making the decision among ourselves, we agreed to propose the following three alternatives to the Second Sunday membership and ask for a vote on the format of preference.

Alternative #1: A one-day conference with a menu of workshops open to Second Sunday members and the community-at-large. The day would most likely be a Saturday in July 1998. The conference would be held in a local Atlanta metro facility able to accommodate a target audience of at least 50 participants.

Alternative #2: A workshop(s) possibility conducted under the theme of "health & wellness" on Black Gay Pride weekend in September 1998. The workshop could be co-sponsored by other organizations planning events thereby sharing expenses, event space, and public relations.

Alternative #3: A menu of workshops to be held during the regular Second Sunday time slot although a different location could be

Record of Meeting
Re: Planning for Second Sunday's Conference '98

used. Attendees would select the workshop of their choice and break out into the individual workshops. The whole group could possibly reconvene at the end of the meeting and report the results of the individual workshops. A similar format was used as part of AID Atlanta's "Man Alive" program last year as an outreach/discussion format in Piedmont Park last summer.

These options will be placed in a ballot and distributed at the membership meeting for a vote. Once the workshop format has been chosen, further groundwork will be done to arrange facilities, facilitators, and other logistical matters.

Broad Workshop/Conference Topics

Surveys were distributed at the March 8, 1998 Second Sunday meeting and 34 completed surveys were returned (see attachment of survey results). Based on the topic ideas and comments provided on those surveys, the following broad topics were developed as workshop focuses:

- Negotiating Sexual Needs
- Why is my best friend not my lover?
- How do we develop and nurture volunteers and leaders in the black gay community?
- What does it mean to be gay in the black community?
- Attaining and Maintaining a Healthy Mind, Body and Spirit
- How do I get my spiritual needs met?

These topics were developed as umbrella topics for the suggestions or questions provided for each area on the survey. We discussed various aspects of how these topics could be developed into interactive workshops; however, we concluded that these broad topics, the survey details, and our suggested workshop objectives would be provided to the workshop facilitators to incorporate into **their** design of the specific workshops.

As an innovative approach to addressing some of the nutrition, healthy meals, and cooking demonstration suggestions under the health & wellness area, we discussed having a food sample as a lunch or break option during the conference. Different restaurants, vendors, or chefs could be solicited to provide food, share recipes, and discuss nutritional information.

Record of Meeting
Re: Planning for Second Sunday's Conference '98

Action Items	Responsible Party
Forward questions related to finances to Craig for discuss with Rob Simmons.	All
Discuss financial issues with Rob Simmons to facilitate developing budget for the workshop/conference	Craig Washington
Prepare and present conference options at the general membership meeting on March 29, 1998	Kenneth A. Johnson
Give thought to possible speakers and/or facilitators for the conference	All
Investigate possible locations in the metro area	All
Determine next meeting date after feedback from the general membership meeting	All

These meeting notes are submitted by Kenneth A. Johnson. Any clarifying comments or questions should be submitted to him via the contact information included in the committee roster provided with the first meeting's minutes. These notes are distributed to the committee members and may be disclosed to the Second Sunday steering committee, officers, and members as deemed appropriate by the committee or organization officers.

Second Sunday's Conference '98
Format Ballot

Objective: To determine the membership's desired format for Second Sunday's Conference '98.

Directions: The following workshop/conference alternatives have been proposed by the Conference Committee. Please vote for the format that would most encourage your attendance and be most conducive to your learning and growth. Feel free to provide any suggestions or comments on any or all of the alternatives that may be incorporated into the final development of the workshop or conference.

As you consider the three format alternatives, keep in mind the following six broad workshop topics developed from an earlier survey of Second Sunday attendees:

- Negotiating Sexual Needs
- Why is my best friend not my lover?
- How do we develop and nurture volunteers and leaders in the black gay community?
- What does it mean to be gay in the black community?
- Attaining and Maintaining a Healthy Mind, Body and Spirit
- How do I get my spiritual needs met?

Regardless of conference format, there is no guarantee that all six workshop topics will be covered in one conference.

Please check the box corresponding to your format of preference and return your completed ballot to one of the Conference Committee members at the conclusion of the meeting. Thank you.

	Alternative #1: A one-day conference with a menu of workshops open to Second Sunday members and the community-at-large. The day would most likely be a Saturday in July 1998. The conference would be held in a local Atlanta metro facility able to accommodate a target audience of at least 50 participants.
	Alternative #2: A workshop(s) possibility conducted under the theme of "health & wellness" on Black Gay Pride weekend in September 1998. The workshop could be co-sponsored by other organizations planning events thereby sharing expenses, event space, and public relations.
	Alternative #3: A menu of workshops to be held during the regular Second Sunday time slot although a different location could be used. Attendees would select the workshop of their choice and break out into the individual workshops. The whole group could possibly reconvene at the end of the meeting and report the results of the individual workshops. A similar format was used as part of AID Atlanta's "Man Alive" program last year as an outreach/discussion format in Piedmont Park last summer.

Second Sunday of Atlanta

Quarterly Meeting

March 29, 1998 – The Atlanta Lambda Center
6:30 -- 8:30 p.m.

Agenda

Welcome
Review Agenda

Elections
Candidates listen/respond to members' questions
Balloting
What about vacancies?

The State of Second Sunday
Executive committee reports
Standing committee reports
Members' questions/ comments about organization's functioning

– { Strategic Planning – Mid-June early to

Continuation of Discussion on 501(c) 3 Status
Presentation
Members' questions/comments

Survey – Members' Interest...
Grant Workshops - topics/format

Adjournment
Next scheduled meeting – 6/7/98, 6:30 p.m.

Second Sunday Quarterly Meeting
November 23, 1997

Agenda

Meeting Call To Order
- Co-Chairs' Welcome

Executive Committee Reports
- Co-Chairs
- Secretary
- Historian
- Treasurer

Standing Committee Reports
- Topic
- Membership
- Public Relations
- Finance
- Ambassadors
- Activities

Discussion
- 501(c) 3 Status—To be or not to be, that is the ?
- Charging non-members $3.00 to participate in monthly meeting

Open Mike
- Questions/Comments about any aspect of the organization.

Second Sunday Quarterly Meeting
November 23, 1997

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Co-Chairs
Secretary
Historian
Treasurer

Standing Committee Reports
Topic
Membership
Public Relations
Finance
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Activities

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Questions/Comments about any aspect of the organization.

SECOND SUNDAY Discussion Evaluation Sheet

TOPIC _____

Circle one 1=lowest, 10=highest

1. HOW WOULD YOU RATE THE DISCUSSION OVERALL?

1.....2.....3.....4.....5.....6.....7.....8.....9.....10

Comments_____

_____

_____

2. HOW WOULD YOU RATE THE FACILITATOR?

1.....2.....3.....4.....5.....6.....7.....8.....9.....10

Comments_____

_____

_____

3. HOW WOULD YOU RATE THE TOPIC?

1.....2.....3.....4.....5.....6.....7.....8.....9.....10

Comments_____

_____

_____

4. DID YOU LEARN ANYTHING USEFUL?

_____

_____

5. OTHER COMMENTS/SUGGESTIONS

_____

_____

_____

SECOND SUNDAY Discussion Evaluation Sheet

TOPIC _____

Circle one 1=lowest, 10=highest

1. HOW WOULD YOU RATE THE DISCUSSION OVERALL?

1.....2.....3.....4.....5.....6.....7.....8.....9.....10

Comments_____
_____
_____

2. HOW WOULD YOU RATE THE FACILITATOR?

1.....2.....3.....4.....5.....6.....7.....8.....9.....10

Comments_____
_____
_____

3. HOW WOULD YOU RATE THE TOPIC?

1.....2.....3.....4.....5.....6.....7.....8.....9.....10

Comments_____
_____
_____

4. DID YOU LEARN ANYTHING USEFUL?

_____
_____

5. OTHER COMMENTS/SUGGESTIONS

_____
_____
_____

SECOND SUNDAY Discussion Evaluation Sheet

TOPIC _____

Circle one 1=lowest, 10=highest

1. HOW WOULD YOU RATE THE DISCUSSION OVERALL?

1.....2.....3.....4.....5.....6.....7.....8.....9.....10

Comments_____
_____
_____

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1.....2.....3.....4.....5.....6.....7.....8.....9.....10

Comments_____
_____
_____

3. HOW WOULD YOU RATE THE TOPIC?

1.....2.....3.....4.....5.....6.....7.....8.....9.....10

Comments_____
_____
_____

4. DID YOU LEARN ANYTHING USEFUL?

_____
_____

5. OTHER COMMENTS/SUGGESTIONS

_____
_____
_____

Second Sunday

Record of Meeting Re: Strategic Planning

Meeting Date/Time: Saturday, June 6, 1998 – 8:30 a.m. – 5 p.m.

Location or Contact Method: Georgia State University
Student University Center
Courtland & Gilmer
Suite 278
Atlanta, GA

Participants:
Carla J. Rabb, Facilitator, Ph. 770-677-9445
Craig Washington, Co-Chair
Kirk Surgeon, Secretary
Kevin Bynes, My Brothaz Keeper
Charles Comer, Membership
Darrol C. DeAndre, Public Relations
Eric J. Flavors, Public Relations
Craig Johnson, Ambassadors
D. Drevan Jointer, Activities
Robert Mathis, Topics and Forty Plus
Darryl! (Moch), Ambassadors
Calvin G. Murray, Finance
Derrick Reese, Membership
Kenneth A. Johnson, Meeting recorder

Purpose & Goals:
1.) This planning meeting is the groundwork and structure for actualizing your vision of Second Sunday.
2.) Strategic planning is differentiated from regular long-term planning because of the focus on qualitative versus quantitative change.
3.) Strategic planning recognizes the commitment and the resources of a well and functioning organization and works to bring focus, structure and measurable achievement.

Summary of Discussion

Introductions, Ground Rules, Purpose & Goals

In our introductions, each was asked to answer the question, "Why am I here?" Most shared a desire to help grow and strengthen Second Sunday as an organization. Carla laid out the ground rules for the meeting and emphasized that the best strategic planning come from creativity, which requires a safe, non-judging space. She further added that strategic planning stresses gathering ideas to make a reality, improving the quality of the mission, and producing results rather than fixing problems.

Board of Directors' Strategic Planning

Carla directed a "Where are we now?" exercise that let participants share any internal obstacles keeping us from being present. Responses like fatigue, competing tasks, time constraints, entertaining guests, and horniness were shared. Carla related the point of the exercise as one of understanding where each is coming from to promote compassion and empathy. Asking, "What's up?" should be a regular occurrence.

Expectations

Carla asked each participant to share a one-word expectation for the strategic planning session. The exercise produced the following results:

Action	Direction	Clarity	Teamwork
Structure	Organization (2x)	Cohesion	Faith
Vision	Planning	Roadmap	

Faith struck a chord for many considering it is belief of the possibilities without evidence. In the planning process, we must believe that we can do what we plan and commit to making it so. We must also believe in our leaders, in the organization and in ourselves. Further, faith requires action or taking steps from a place of commitment and intent to actualize the plan with the coaching and support of others. Talking or verbalizing the plans hopefully adds the pressure needed to bring the plan to action. As an illustration, Carla explained that geological pressure brings both diamonds and fossil fuels to fruition. Similarly, discussion can be the pressure that evolves a plan from a document to implementation. The roadmap incorporates the tool of benchmarking to provide a timeline to enact the plan. Other factors such as realizing the consequences of not doing what is planned and recognizing the benefits of a diverse body also must be considered in the planning and implementation processes.

Throughout the planning process, trust and honesty remain underlying themes. We must trust each other enough to be honest and to build relationships[1]. Also, freedom of creativity and expression comes from a place of trust. Ideas are generated through a trust-based creative process, then recorded, and then spoken in order to garner support. Strategic planning is done in a group in order to support each other's ideas, provide integrity and secure commitment.

[1] Each has a choice when offered a task. It requires trust and honesty to express the inability to carry out a task. It is better to be upfront when unable to complete task rather than withhold information and still end up failing to complete the task.

Where are we now?

Carla facilitated a discussion addressing Second Sunday's current strengths, weaknesses, opportunities, and threats. The following lists were devised from that discussion:

Strengths – (def.) assets, commodities of business, resources or tools to serve

Diversity
Commitment
Unity
Talent (e.g., administration and technical skills)
Passion/concern for community
Organizational culture, values, and history
Networking resources
In-kind donations/community resources
Membership
Meeting attendance
Second Sunday meeting
Exposure/reputation
Sociopolitical support
Leadership

Weaknesses – (def.) recognized areas needing additional support or improvement

Weakness	Area for Development (Action Plan)
• Need to close unresolved issues; need for a mechanism to deal and resolve	• Develop method for closure so that no one or organization left liable and potentially adversely impact on PR/reputation.
• Need for leadership development and process for task delegation to avoid burnout	• Take a stronger approach to directing work and developing future leaders
• Need for more trust and honesty; overcome denial of issues	• Promote open and frank dialogue and create a safe space to foster dialogue • Challenge dysfunction (i.e., identify and refocus issues or tangents not relevant to point of discussion[2]
• Need for accountability and follow-thru on commitments (integrity)	• Encourage accountability for those who agree to carry out a task. Build integrity. Don't "let it slide."
• Need for better recruitment of officers and committee members	• Build on organization's PR and exposure to attract more potential member and candidates • Strategize to recruit leaders expecting some level of "fallout." • Empower members to grow into leaders
• Need for better time management	• Plan time well to avoid stressful, crisis situations

[2] A person presenting issues needs to be heard; however, that need must at times be tempered when it is in conflict with the focus of the discussion. One technique to handle such occurrences is to commit to five minutes to discuss the point at the next meeting. That way, the speaker may better clarify his point and the group will be more able to hear it.

• Need for mission direction or plan	To be covered later in meeting
• Need for order or organizational system(s)	• Create paper trails; develop procedures and operational systems

Opportunities – (def.) Actions inspired by challenges where we harness talents and do what has not yet been done.

- Operate as a business; establish system of checks and balances
- Develop organizational management and leadership
- Build body of volunteers and mechanism for recognition (payment for services)[3]
- Develop intragroup support (i.e., support within the community group of black gay men and within Second Sunday's membership)
- Provide more services and more outreach
- Strive for more community collaboration
- Seek funds, grants, and monies for Second Sunday
- Provide financial resources and information referrals; develop philanthropy mechanism
- Meet the organization's mission.

Threats – (def.) forces, hopefully external, working against the organization's mission

- Community apathy
- Competing organizations with similar missions
- Self-hatred
- Burn out
- Activities that lose sight of the mission (i.e., Objective of the event should match the organization's mission.)
- Lack of understanding of the mission
- Gay stereotypes that perpetuate a "meat market" perception of the organization[4]
- Negative PR and destructive criticism

Creative Thinking/Program and Project Ideas

Each participant was asked to provide two ideas to answer the question, "As a leader of Second Sunday, I envision us developing and executing the following two innovative programs/project." Along with the two ideas, each was asked to note any challenges that may hinder the execution of the suggested ideas.

PARTICIPANT	PROGRAM/PROJECT IDEAS	CHALLENGES
Craig W.	• HIV risk reduction program • Cultural education program (e.g., movie	• Lack of funding • Lack of identified leaders to

[3] As Carla explained, "When you don't pay people, they quit!" In a volunteer organization, the payment can be in the form of love and support, but deposits must be made in order to make such payments.
[4] We cannot legislate sexual morality for the group's members or attendees. A social organization will have a sexual element based on human needs and interactions. Leaders should clearly communicate their motivations and not abuse powers. Also, public relations could emphasize other aspects of the mission beyond the social.

	screening, book club, homophobia workshop for the black community)	spearhead programs
Charles	• Skills & talents referral network • HIV health fair	• Lack of serious participation • Lack of healthcare professionals to provide information on a regular basis • Lack of funding
Robert	• Policies and procedures for committee • Strategic plan to fill vacant coordinator and executive committee positions	• Decreased communication • Lack of organizational focus and support
Drevan	• Philanthropic endeavors • One-to-one (peer) counseling program	• Lack of funding • Lack of involvement
Eric	• Resources committee as a bridge to community resources • Targeted fundraising for a paid staff position	• Lack of organizational cohesiveness which may prohibit seeking outside assistance • Lack of knowledge of all available resources
Craig J.	• Outreach targeted to closeted, non-gay identifying men who have sex with men • Outreach and networking program for new Atlantans	• Difficulty locating and relating to closeted men • Difficulty getting word out to those new in town
Darryl!	• Comprehensive youth program for outreach, support and education • Empowerment program for black gay men and entire community	• Difficulty building consensus and collaborative relationships with other s • Not always cohesive black gay community
Darrol	• Alcohol and drug abuse programs targeted to youth • Improving on current functions and operations	• Building interest and overcoming denial typically associated with addiction issues
Derrick	• Community leadership initiative • Gay men's health initiative	• Lack of financing • Lack of available manpower
Ynkuya	• Mentoring and peer counseling program for youth • Scholarship program for students at 4-year institutions	• Lack of concern for and by youth • Lack of funding • Difficulty reaching out to youth • General apathy

The follow-up discussion after the each presented his program and project ideas revealed the following common themes in project ideas and challenges:

Recurring Program Ideas
HIV education/health issues
Philanthropy/assistance referral networks
Outreach to gay youth/mentoring
Leadership initiative/empowerment of BGM
Improved organizational processes
Peer counseling

Recurring Challenges
Lack of funding
Lack of organizational focus
Lack of involvement/participation and staff

501(c)3 Summary

A brief 501(c)3 update discussion revealed that some questions remain as to how the matter was left after the March membership meeting. Since it is a matter handled by the finance committee, Calvin informed us that information has been gathered and an attorney contacted as preliminary steps; however, the application process has not yet begun. Issues in question include what decisions were made regarding funding the 501(c)3. Also, organization structure issues related to maintaining racial exclusivity remain outstanding. Further, tasks remain regarding "getting our house in order" like a financial audit before other steps can take place. Due to time constraints and the many questions, this issue was placed on the "parking lot" for later discussion.

Measurable Goals/Benchmarks

The remainder of the strategic planning meeting was devoted to individual committee exercises in developing goals, establishing benchmarks for those goals, and presenting the results to the entire committee. While going through the process of developing goals, Carla asked that each committee put their goals to the test by answering these three questions:

1. Is the goal measurable (i.e., produce measurable results)?
2. Is the goal attainable?
3. How does the goal further the quality of service provided by Second Sunday?

During the discussions the followed the goals presentations, the issue of approval came up. Specifically, the presented goals were presented as draft ideas and would require further discussion and approval before actually set into motion by any of the committees.

Committee: **Ambassadors**	Co-coordinators: Craig Johnson & Darryl Moch

Goals:
• Increase membership of committee from 2 to 5 within 3 months
  • Delegate committee duties
  • Delegate responsibilities at meetings and other functions
• Develop/implement action plan for visible role at meetings for welcoming visitors and members for entire year (thru 6/99)
  • Conduct outreach, enhance hospitality, provide information, and answer questions
• Spearhead 2 charitable endeavors for the year
  • AIDSWalk
  • Toy drive
• Serve as representatives on Second Sunday's behalf in the community when called upon to do so.	

Challenges: Must overcome the impression that the Ambassadors committee's only function is to serve refreshments.	
Notes/Future work: Work on measurability factors like tracking the numbers of folks contacted or the number of pamphlets/information packets distributed. Also work on accountability and measurability factors especially for the second and fourth goals. The proposed expanded mission suggested by these proposed goals will require further committee discussion and approval.	

Record of Meeting Re: Strategic Planning

Committee: **Public Relations**	Co-coordinators: Darrol DeAndre & Eric Flavors

Goals:

- Newsletter
  - Bi-monthly production with first two issues in black and white; first issue 8/7/98 production
  - Distributed to members via mailing and guests and meeting
  - Finance via business ads, personal ads, and possibly Second Friday funds
  - Current staff of 7 volunteers plus outside services for graphics and layout
  - A newsletter focus group headed by Richard Moultrie will work on outline of newsletter's content and will network with other committees
  - Some production costs known but cost of graphic/layout services yet to be determined
- Website (Proposed benchmarks: preview on 6/19/98 and Release 1.0 on 6/26/98)
  - Domain name (www.secondsunday.org) has been procured with fees of $70 for first two years and $30 per each year after (Note: Initial fees already incurred by co-coordinators assuming reimbursement upon project approval.)
  - Web space access fees of $50 set-up and $49.95 per month to Mindspring (fees not yet paid)
  - Site development – establishing site architecture, posting and maintaining pages, and seeking content contributors from other sources
  - Resources need include web design, domain and monthly fees as well as manpower (i.e., web master, coordinator, and outside services)
- Marketing strategy
  - Brochure in draft and circulated for feedback
  - Community networking via mail and interaction
  - Bar/club outreach via posters
  - Advertising in local and later national media and organizations (e.g., Venus, BLK, Whazzup!, GMAD, and NBLGLF)
  - Resource requirements include financing of projects and manpower

Challenges: Addressing the questions generated by these proposed projects, determining financing sources, and garnering committee approval.

Notes/Future work: Need to do some benchmarking around selling ad space for future issues. Website costs and content require steering committee discussion and approval. Although the targeted dates are focused on production before Labor Day weekend, many critical elements need to be discussed. Due to time constraints and the complexity of the issue, the website project and its costs were put on the "parking lot" for future discussion. ***Note, however, that this issue raises the need for clarification and education around steering committee policies for presenting proposals for discussion and approval prior to taking action.***

Time only allowed the remaining coordinators to present their goals. Discussion was limited with the understanding that the steering committee would continue to develop the goals and complete the discussion process at a later time.

Committee: **Activities**	Co-coordinators: Drevan Jointer

Goals:

- Plan an event from beginning to end (fundraiser)
  - Set-up, cleanup, plan and coordinate
  - Manage event
  - Handle PR, costs, logistics/location, and scheduling
- Work with executive committee to coordinate calendar avoiding conflicts and competition for resources
  - Work around or collaborate with other events

Record of Meeting Re: Strategic Planning

• Plan social activities through each quarter.
  • Promote socializing
  • Encourage Second Fridays and seek other funding sources
  • Host future activities such as brunches, dinners, card parties, trips, bowling, picnics, sporting events, Pride participation, and films

Challenges: Encouraging membership participation
Notes/Future work: Develop benchmarks around the frequency of social events

Program: **Youth initiative**	Coordinator: Ynkuya (Kevin Bynes)
Goals: • Bring together Black gay men under 24 in Atlanta in a safe and affirming space • Grow participants to 15-20 youth by the 3rd Sunday in January 1999 (the program's one-year anniversary) • Draft outline of mentoring program by June 1999 • Draft outline for peer counseling program by June 1999 • Open fundraising and donation solicitation for a scholarship fund by June 1999	
Challenges: Not yet discussed	
Notes/Future work: Not yet discussed	

Committee: **Topics**	Coordinator: Robert Mathis

Goals:
• Develop policies and procedures including meeting minutes by August 1998
  • Initial draft will be discussed in the June 1998 meeting and additional drafts will be discussed and finalized by the August 1998 meeting
• Develop system for facilitators by August 1998
• Draft outline for committee presentations by June 1998
• Institutionalize procedure for meeting flyers so that flyers can be prepared a month in advance
• Confirm process of assigning facilitators three months in advance.
• Have 10 active members on the committee by September 1998
  • Strategy: Have each current committee member contact one potential member	

Challenges: Not yet discussed	
Notes/Future work: Not yet discussed	

Committee: **Membership**	Co-coordinators: Charles Comer & Derrick Reese
Goals: • Stabilize committee with meeting procedures and membership responsibilities • Create community announcement bulletin board • Purchase software for membership database • Solicit business who may want to advertise (for a fee) in mailing	
Challenges: Not yet discussed	
Notes/Future work: Not yet discussed	

Committee: **Finance**	Coordinator: Calvin Murray
Goals: • Create monthly budgets for each committee • Have a finance committee representative at each committee's meeting to hash out budget • Set-up over budget for Second Sunday • Create monthly deficit alert/financial reporting mechanism • Establish financial procedures for all activities including receipt, disbursement and advances of funds • Achieve 501(c)3 status	
Challenges & Notes/Future work: Not yet discussed	

Committee: **Executive**	Co-chair: Craig Washington

Goals:
• Support and guide committees and projects
  • Perform annual assessment of each committee (July 1998)
  • Conduct quarterly review (September 1998)
  • Develop process for monthly "check-in" with each committee or project
  • Seek leadership training (in-house or from the Nonprofit Resource center)
• Identify and orient new officers
  • Create advisory council to assist with organization operations (June 1998)
  • Make job descriptions for each officer position readily available (June 1998)
  • Announce monthly the need to fill vacancies
• Develop policies and procedures for organization operations
  • Conduct individual and group assessments to gather information for P&P manual (June & July 1998)
  • Compose manual (August 1998)
  • Distribute manual and train (September and October 1998)
• Develop officers
  • Attend training workshop (November and December 1998)
  • Use Nonprofit Resource Center (July 1998)
  • Develop master calendar of events and meetings	

Challenges: Not yet discussed	
Notes/Future work: Not yet discussed	

Future Work & Wrap-up

For all committee coordinators, the future work for the proposed goals is to review them and subject them to the goals test of measurability and attainability. Goals should be reviewed at 3, 6, 9 and 12 month intervals and scored on the following scale:

1. Have not started
2. Early planning stage
3. Advanced implementation
4. Completed, or
5. Abandoned

This process should help ensure that each committee is moving towards its goals. Although not a part of the goals test, goals must also be approved before implementation. Developing and proposing goals also revealed that work needs to be done to address the

specific missions of each committee. A future steering committee meeting needs to tackle clearer definitions of committee's duties based on bylaws and addition guidance.

At the close of the meeting, Carla suggested that flowcharting be used as a tool to document and assess current processes. It may take about three drafts to develop a flowchart that accurately captures the steps in any organizational processes. Time frames and position titles should be incorporated into the flowcharts.

The planning session adjourned at 5 p.m.